Attachment B Building Specifications

JANITORIAL SERVICES CONTRACT PREFACE TO DETAILED BUILDING TASKS

The following pages list each cleanable building and area in the contract. Specific cleanable areas and/or flooring types are listed in the left-hand column entitled "Description of Area/Floor Type". The next column entitled "Shift" indicates a shift when the building or a specific area of the building shall be cleaned. A specific shift for some tasks is not designated and is annotated with "NTC", allowing the Contractor to select a shift and maintain the same shift for the duration of the contract. The location of a task in the building may dictate that the shift for that task match the primary shift. The third column is entitled "Routine Task" and indicates a brief description of the required task to be performed. The fourth column is entitled "Frequency" and indicates how often each cleaning task shall be performed. Some task frequencies are annotated "as needed". "As needed" tasks require routine daily monitoring and prompt completion of the task if the area or object is dirty. Further clarification/comments can be found below under the section titled "Comment/Clarification/Rationale". Special conditions are noted in some buildings and for some rooms.

There are several routine tasks which are listed under most buildings regardless of the specific flooring types in the building. These tasks are found under the following area descriptions: "Throughout Building", "Outside Building Entrances", "Outside Buildings", "Recycled Can Containers" and "Recycled Paper Containers" (see examples below). Only those tasks which apply to that building shall be performed and consequently priced out. This requirement also applies to the yearly hard surface floor care and the seasonal tasks. These tasks may be referenced against the flooring data found in SOW tables to determine applicability for each building. Example: "Shampoo all carpets....." only applies to those buildings which have carpeted areas, as indicated in the appropriate table.

NOTE: When a primary shift is selected for a building, this does not indicate that all rooms are accessible. Some rooms or areas will be locked and inaccessible due to security reasons. Therefore, tasks denoted with "*" shall be performed upon request from the customer, at no additional cost, on an occasional basis, but not to exceed once per month.

Description of Area/Floor Type:	Shift	EXAMPLE ONLY =	Frequency
Lobby and Hall Offices; Terrazzo	2	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
11	NTC	Dust all exposed areas on horizontal surfaces.	Weekly

ROUTINE TASK DESCRIPTIONS	COMMENTS/CLARIFICATION/RATIONALE
Dust man all hard surface floors with treated as alcotroptatic dust man	Hard surface floor dust mopping applies to resilient and ceramic tile, terrazzo, concrete, wood and vinyl flooring. Dusting shall include the removal of spider and cob webs in all floor corners and along floor moldings.*
Dust all exposed areas on horizontal surfaces.	Dusting shall be done on exposed areas with caution not to disturb paperwork.*
Damp mop all stains and spills (i.e., coffee and drink spills).	Spills include those which are noted by the janitor, as well as those indicated by a customer or the COTR.

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ROUTINE TASK DESCRIPTIONS	COMMENTS/CLARIFICATION/RATIONALE
Clean both sides of all glass doors and side glass.	No further comments.
Police stairs and pick-up litter.	No further comments.
Dust mop stairs, dust railings, ledges and spot clean.	Dusting shall include the removal of spider and cob webs in all floor corners and along floor moldings.
Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Target buildings shall be scheduled 3 days in advance. The COTR will notify the Building Manager and Security of scheduled work. The Contractor shall post several notices, 3 days in advance, in target buildings. Areas which restrict access due to testing/work shall be rescheduled, at no additional cleaning cost. Some secure customer areas may require task to be performed during the day, and the contractor shall reschedule to accommodate. This task does not apply to concrete. Computer floors shall be done with the customers permission, using very little water and with extreme caution. Rationale: To avoid damage to cabling under flooring.
Using a high speed floor machine, spray buff all hard surface area.	Yearly buff shall take place approximately 6 months after the yearly "strip, scrub & polish" task, except where requested as a quarterly task in conjunction with quarterly "strip, clean, polish & dry" task. This task does not apply to concrete.
Vacuum walk-off mats.	No further comments.
Completely clean and vacuum carpeted elevator.	Vacuuming shall include the removal of spider and cob webs in all floor corners and along floor moldings.
Vacuum all carpeted traffic lane areas.	Vacuuming traffic lanes shall be done on alternating weeks from wall to wall vacuuming.
Fully vacuum all carpets from wall to wall.	Performance of this task shall include the movement of chairs, waste receptacles, electrical cords and any light weight floor obstructions which are easily accessible.*
Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Soap, paper towel and toilet paper dispensers shall be replenished to prevent them from being empty. Rationale: Restrooms in some buildings/areas support large volumes of customers and require monitoring and replenishment during both shifts.
Monitor sanitary napkin supplies and replenish, as needed.	Contractor shall monitor lab wide supply of feminine hygiene products and ensure that they are replenished to avoid a "stock out" situation.
Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD a record to COTR.	Monies should be collected frequently, but not less than quarterly. Contractor shall be responsible to furnish paper coin rolls. Canadian coins shall not be placed in rolls but be provided to the COTR separately. A record of the total monies collected shall be provided to both FMD and the COTR.

JANITORIAL SERVICES CONTRACT PREFACE TO DETAILED BUILDING TASKS

ROUTINE TASK DESCRIPTIONS	COMMENTS/CLARIFICATION/RATIONALE
Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	*Trash receptacles, placed outside locked rooms/areas, shall be emptied. Collected trash which is placed outside of buildings for pickup, shall be promptly picked up to prevent access by animals. Any strewn garbage around torn outside garbage bags shall be quickly cleaned up. Liner Replacement Rationale: Liners which are soiled with food, beverages or other odorous products will attract insects and rodents and odors may offend customers.
Clean and polish all drinking fountains.	No further comments. Shift - NTC unless located within a secure (locked) area which then requires cleaning to be aligned with designated shift for subject building.
Clean trash cans inside and out.	This task refers to interior trash receptacles. Shift - NTC unless located within a secure (locked) area which then requires cleaning to be aligned with designated shift for subject building.
Collect and remove all empty boxes found in halls and marked as "trash".	Boxes shall not be left in hallways for more than one day. Shift - NTC unless located within a secure (locked) area which then requires cleaning to be aligned with designated shift for subject building.
Shampoo all carpets, carpeting and walk-off mats. Task shall include the movement of conventional furniture and packed room contents. Scheduling shall be coordinated in advance with COTR.	This task is also referred to as the "Global Carpet Cleaning Initiative". Buildings shall be scheduled at least 3 days in advance with the COTR. Building Manager, Occupants and Security shall be notified. The Contractor shall post several notices, 3 days in advance, in target buildings. The price quote for yearly shampooing shall list the cost for shampooing separate from the furniture movement cost. Carpeted areas which have been shampooed under an IDIQ request within the same contract year shall not be shampooed under the yearly task. NOTE: Carpeting does not exist in all buildings (see Attachment R, Table 4 for carpeted areas).
Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. Building Managers and Security shall be notified.	Several notices shall be posted in buildings one week in advance. Notices shall request that customers clear off window sills. Windows which have been cleaned under an IDIQ request within the same contract year shall not be cleaned under the yearly task. Shift - NTC unless located within a secure (locked) area which then requires cleaning to be aligned with designated shift for subject building.
Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Germicidal cleaner shall be used. Restrooms which have been cleaned under an IDIQ request within the same contract year shall not be cleaned under the yearly task. Shift - NTC unless located within a secure (locked) area which then requires cleaning to be aligned with designated shift for subject building.
Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, and 3) clean up any debris dropped from vents.	Cleaning shall be performed during 2nd shift to minimize disruption to customers and to accommodate ladder access. Some areas/rooms are locked on 2nd shift. Contractor shall schedule access to locked areas with customer/s.
Clean ash trays outside building entrances.	Ashtrays with sand shall be sifted. "Smoker's Outpost" ashtrays shall be checked daily and emptied before they are full or when any combustible items other than cigarettes are found inside, but not more than once per day or less than once per week. Shift - NTC.

JANITORIAL SERVICES CONTRACT PREFACE TO DETAILED BUILDING TASKS

ROUTINE TASK DESCRIPTIONS	COMMENTS/CLARIFICATION/RATIONALE
Empty trash from outside garbage cans.	Few outside garbage cans exist around the Lab, and shall not be confused with trash dumpsters. Any garbage and debris which has fallen around the garbage can shall be picked up and disposed of. Cans shall be emptied whenever trash is found in them, but not more than once per day. Shift - NTC.
Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Notification to COTR shall be done promptly when the dumpster is full to allow lead time for recycling vendor to respond. Pending visit from recycling vendor, bags of recycled cans which can no longer be placed in dumpster shall be placed next to dumpster. Shift - NTC unless located within a secure (locked) area which then requires cleaning to be aligned with designated shift for subject building.
Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Shift - NTC unless located within a secure (locked) area which then requires cleaning to be aligned with designated shift for subject building.
Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	Rationale: Contractors shall be vigilant to monitor the entrances to minimize any slippery conditions during both 1st and 2nd shifts. Increased response shall be performed during heavy snows. COTR requests will be in response to conditions cited by customer. Shift - NTC unless located within a secure (locked) area which then requires cleaning to be aligned with designated shift for subject building.
Shampoo all walk-off mats to remove salt stains.	Temporary walk-off mats shall be placed on the floor while the permanent walk-off mat is being cleaned. COTR shall be informed of the need to replace any worn mats. Shift - NTC unless located within a secure (locked) area which then requires cleaning to be aligned with designated shift for subject building.
Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	No further comments. Shift - NTC unless located within a secure (locked) area which then requires cleaning to be aligned with designated shift for subject building.

SPECIAL CONDITIONS: Bldg. 3 cleaning can only be accomplished from 4:30 p.m. to 6:00 a.m. Basement

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Lobby and Hall Offices; Terrazzo	See Bldg. Audit, Table 1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
n	See Bldg. Audit, Table 1	Dust all exposed areas on horizontal surfaces.	Weekly
и	See Bldg. Audit, Table 1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	See Bldg. Audit, Table 1	Clean both sides of all glass doors and side glass.	Weekly
,,	See Bldg. Audit, Table 1	Police stairs and pick-up litter.	Weekly
11	See Bldg. Audit, Table 1	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
,	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
н	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Offices and Halls; Carpeted	See Bldg. Audit, Table 1	Exec. Restroom: Clean and sanitize fixtures, mirrors, counters, polish chrome, vacuum carpet, spot clean walls, refill dispensers, empty trash, sweep & damp mop floors with a germicidal cleaner.	Daily
	See Bldg. Audit, Table 1	Dust all exposed areas on horizontal surfaces.	Weekly
"	See Bldg. Audit, Table 1	Vacuum walk-off mats.	Weekly
n	See Bldg Audit, Table 1	Completely clean and vacuum carpeted elevator.	Weekly

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Offices and Halls; Carpeted	See Bldg. Audit, Table 1	Vacuum all carpeted traffic lane areas.	Weekly
	See Bldg. Audit, Table 1	Fully vacuum all carpets from wall to wall.	Once Every Other Week
6 Restrooms w/22 fixtures; Ceramic Tile	Audit,	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
*	See Bldg. Audit, Table 1	Monitor sanitary napkin supplies and replenish, as needed.	Daily
,	See Bldg. Audit, Table 1	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
,	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Auditorium & Other Wood & Concrete	See Bldg. Audit, Table 1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
п	See Bldg. Audit, Table 1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
Auditorium Kitchen	See Bldg. Audit, Table 1	Damp wipe kitchen countertops	Daily
n	See Bldg. Audit, Table 1	Wash inside of refrigerator. Food containers shall be taken out for cleaning task and returned when task is complete.	Yearly
Throughout Building	See Bldg. Audit, Table 1	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
Throughout Building	NTC	Clean and polish all drinking fountains.	Daily

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Description of Area/Floor Type:	Shift	Routine Task	Frequency
	NTC	Clean trash cans inside and out.	Yearly
,	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
,,	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
•	2	Shampoo all carpets, carpeting and walk-off mats. Task shall include the movement of conventional furniture and packed room contents. Scheduling shall be coordinated in advance with COTR.	Once over a two year period.
	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
n	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
,,	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
11	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly after Winter

SPECIAL CONDITIONS: Hanger floor is exposed to a large quantity of oil, grease & other grime requiring a special cleaning procedure involving dust mopping then immediately cleaning of the same area with a tennant machine. Cleaning should be performed in 1/4 sections over a 4 day period to complete entire hanger floor. Hanger floor and cleaning procedure includes Avionics Room, Parts Room/A&B, P.E. Room, Battery Shop, Supply Room Upstairs, Room 210 and hallways.

nailways.			
Description of Area/Floor Type:	Shift	Routine Task	Frequency
Offices Carpeted	1	Dust all exposed areas on horizontal surfaces.	Weekly
,	1	Vacuum walk-off mats.	Weekly
	1	Vacuum all carpeted traffic lane areas.	Weekly
n	1	Fully vacuum all carpets from wall to wall.	Once Every Other Week
Offices/Halls/2 Stairwells, Resilient	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Weekly
	1	Dust all exposed areas on horizontal surfaces.	Weekly
п	1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
N	1	Police stairs and pick-up litter.	Weekly
	1	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
, ,	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
M	2	Using a high speed floor machine, spray buff all hard surface area. Refill dispensers, empty trash & sanitary napkin holders,	Yearly
4 Restrooms w/25 Fixtures, 1 Stairwell Resilient	1	clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily

Description of			
Area/Floor Type:	Shift	Routine Task	Frequency
4 Restrooms w/25 Fixtures, 1 Stairwell Resilient	1	Monitor sanitary napkin supplies and replenish, as needed.	Daily
п	1	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
"	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
n	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Hangar & 3 Metal Stairwells & "special condition" areas	1	Dust mop 1/4 of concrete hard surface floor with treated or electrostatic dust mop.	Weekly immediately prior to tennant machine cleaning
,,	1	Run tennant machine on 1/4 of concrete hard surface floors.	Weekly immediately after dust mopping
и	1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
	11	Police stairs and pick-up litter.	Weekly
п	1	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
Throughout Building	1	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
n n	NTC	Clean and polish all drinking fountains.	Daily
11	NTC	Clean trash cans inside and out.	Yearly
•	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed

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Description of Area/Floor Type:	Shift	Routine Task	Frequency
:		Dust all exposed areas on walls and ceilings to remove	
Throughout Building	NTC	dust, debris, bugs and cob webs.	Yearly
		Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR.	Once over a two year
	NTC	COTR will notify Building Managers and Security.	period.
		Wash restroom perimeter and interior walls. (Not to be	Once over a two year
n	NTC	confused with partitions which are cleaned daily).	period.
		Shampoo all carpets, carpeting and walk-off mats. Task	
		shall include the movement of conventional furniture and packed room contents. Scheduling shall be coordinated	Once over a two year
	2	in advance with COTR.	period.
		Clean ceiling HVAC vents in rooms with 8 1/2' drop	
		ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around	Once over a two year
,	2	diffuser, 3) clean up any debris dropped from vents.	period.
1			
Outside Building			
Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
		Monitor recycling containers until full. Glass, plastic,	
		aluminum cans and newspaper are segregated and	
	l	bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled	
		containers. Newspaper shall be placed by paper	
Recycled Glass,		recyclable containers inside buildings. Cans shall be	
Plastic, Cans and Newspaper	NTC	transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Пенэрары	1410	noury COTTY when can dumpster is full.	Daily/70 Needed
		Monitor recycled paper containers to identify when they	
Recycled Paper Containers	NTC	are full and then notify COTR with building number and location.	Doily/An Nooded
Containers	LINIC	piocation.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
Lobbies and Main Traffic Entrances/Exits	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly after Winter

SPECIAL CONDITIONS: To access CE-5, knock or call in to on-duty 2nd shift personnel for access. To access CE-9, ring buzzer to gain 1st shift access. Cleaning access is available on 1st shift for CW4D & CW4F.

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Offices & Halls, Carpeted	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
п	NTC	Vacuum all carpeted traffic lane areas.	Weekly
	NTC	Fully vacuum all carpets from wall to wall	Once Every Other Week
Room 204A	1	Clean/scour sink.	Weekly
ITC Area	1	Wet mop.	Three Times Per Week
Cells/Halls/1	<u> </u>	Refill dispensers, empty trash & sanitary napkin holders,	Three Times Per Week
Stairwell/7		clean & sanitize fixtures, wipe counters & chrome, clean	
Restrooms, 41 fixtures	NTC	mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
IIACITO	11.0	dong a gormolaar doarior.	Cany
n	NTC	Monitor sanitary napkin supplies and replenish, as needed.	Daily
*		Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money	
-	NTC	to FMD & a record to COTR.	Quarterly
	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
н	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
11	NTC	Clean both sides of all glass doors and side glass.	Weekly
11	NTC	Completely clean and damp mop hard floor elevator.	Weekly

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Description of Area/Floor Type:	Shift	Routine Task	Frequency
Cells/Halls/1 Stairwell/7 Restrooms, 41 fixtures	NTC	Police stairs and pick-up litter.	Weekly
IIAGIOO	1410	Tolloc stalls and pick-up litter.	VVCCNIY
	NTC	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
	NTC	Dust mop main floor halls with treated or electrostatic dust mop.	Weekly
n	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Monthly
W	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
n	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
C5A, C9A, C7 & CE6	11	All routine cleaning tasks which apply to the Photo Lab. C5A - CE6 routine tasks must be done early in shift.	See frequency for each task as listed above.
Vending & Dining Area, Resilient	NTC	Wet mop entire area.	Daily
	NTC	Using push brooms, sweep all open areas.	Daily
	NTC	Damp clean and sanitize tabletops.	Daily
17	NTC	Damp clean interior and exterior of microwave oven.	Daily
	NTC	Pickup all trash including papers, wrappers and any other debris.	Daily
	NTC	Dust all exposed areas on horizontal surfaces.	Weekly

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Description of			
Area/Floor Type:	Shift	Routine Task	Frequency
Vending & Dining Area, Resilient	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Lobby/2 Stairwells/1 Restroom, 13 fixtures	NTC	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
,	NTC	Monitor sanitary napkin supplies and replenish, as needed.	Daily
и	NTC	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
	NTC	Vacuum walk off mats.	Weekly
n	NTC	Police stairs and pick-up litter.	Weekly
м	NTC	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
п	NTC	Dust mop main floor halls with treated or electrostatic dust mop.	Weekly
11	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Monthly
п	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
п	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly

JANITORIAL SERVICES CONTRACT Building No.: $\underline{5}$

Description of			
Area/Floor Type:	Shift	Routine Task	Frequency
Cells/6 Stairwells, 3 metal, 3 concrete	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
n	NTC	Police stairs and pick-up litter.	Weekly
	NTC	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
	1410	Dust mop stairs, dust rainings, leages and spot dean.	VVCCNIY
n	NTC	Dust mop main floor halls with treated or electrostatic dust mop.	Weekly
п	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Monthly
Tool Crib	1	Damp mop floor.	Monthly
Basement Office Lunch Room	NTC	Damp mop floor.	Weekly
Basement, concrete	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Monthly
		Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected	
Throughout Building	NTC	trash to designated area.	Daily
n	NTC	Clean and polish all drinking fountains.	Daily
Ħ	NTC	Clean trash cans inside and out.	Yearly
H	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly

Description of			
Area/Floor Type:	Shift	Routine Task	Frequency
Throughout Building	2	Shampoo all carpets, carpeting and walk-off mats. Task shall include the movement of conventional furniture and packed room contents. Scheduling shall be coordinated in advance with COTR.	Once over a two year period.
•	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
n n	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
Lobbies and Main Traffic Entrances/Exits	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

Description of Area/Floor Type:	Shift	Routine Task	Frequency
\$8664.84446.8842.4.44488			
Offices & Halls,			
Carpeted	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
	NTC	Vacuum walk-off mats.	Weekly
	NTC	Vacuum all carpeted traffic lane areas.	Weekly
и	NTC	Fully vacuum all carpets from wall to wall	Once Every Other Week
Lobby; Terrazzo	NTC	Clean both sides of all glass doors and side glass.	Weekly
LODDY, Tellazzo	NIO	orean bour sides of an grass doors and side grass.	VVCCKIY
•	NTC	Police stairs and pick-up litter.	Weekly
	NTC	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
		Hard surface resilient, ceramic, terrazzo and vinyl tile	
,	2	floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Halls & Offices; Resilient Tile	NTC	Dust mop main floor halls with treated or electrostatic dust mop.	Daily
1/GSINGHE FINE	1110	uder mep.	Daily
	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
		Damp mop all stains and spills (i.e., coffee and drink	
11	NTC	spills).	Weekly
n	NTC	Completely clean and damp mop hard floor elevator.	Weekly

JANITORIAL SERVICES CONTRACT Building No.: $\underline{6}$

Description of Area/Floor Type:	Shift	Routine Task	Frequency
		Hard surface resilient, ceramic, terrazzo and vinyl tile	
Halls & Offices; Resilient Tile	2	floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
**	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
C33 & C35	1	All routine cleaning tasks, as specified above, which apply to C33 and C35 to be done on 1st shift.	Per required task frequency above
4 Restrooms w/21		Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean	
Fixtures; Resilient Tiles	NTC	mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
7,100		aoing a gorrinoidaí dicanor.	Daily
*	NTC	Monitor sanitary napkin supplies and replenish, as needed.	Daily
7.550		Collect monies from sanitary napkin dispensers, count,	July
		record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money	
**	NTC	to FMD & a record to COTR.	Quarterly
		Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish,	
Ħ	2	allow to dry.	Yearly
,	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
		Dust mop all hard surface floors with treated or	
Concrete & Metal	NTO	electrostatic dust mop except in basement where a shop	
Flooring	NTC	vac is used to vacuum floor	Daily
		Damp mop all stains and spills (i.e., coffee and drink	
"	NTC	spills).	Weekly
		Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an	
Throughout Building	NTC	odor, but not less than weekly. Remove all collected trash to designated area.	Daily
87	NTC	Clean and polish all drinking fountains.	Daily
м	NTC	Clean trash cans inside and out.	Yearly

Description of			
Area/Floor Type:	Shift	Routine Task	Frequency
Throughout Building	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
"	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
n	2	Shampoo all carpets, carpeting and walk-off mats. Task shall include the movement of conventional furniture and packed room contents. Scheduling shall be coordinated in advance with COTR.	
	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
:			
и	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
,,	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
Lobbies and Main Traffic Entrances/Exits	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

JANITORIAL SERVICES CONTRACT Building No.: $\underline{7}$

***************************************			***************************************
Description of Area/Floor Type:	Shift	Routine Task	Frequency
Offices, Carpeted	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
	NTC	Vacuum walk-off mats.	Weekly
,,	NTC	Vacuum all carpeted traffic lane areas.	Weekly
,	NTC	Fully vacuum all carpets from wall to wall Refill dispensers, empty trash & sanitary napkin holders,	Once Every Other Week
Offices & Halls; 3 Restrooms; 16 Fixtures & 1 Stair	NTC	clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
"	NTC	Monitor sanitary napkin supplies and replenish, as needed.	Daily
W	NTC	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
"	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
и .	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
н	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
n	NTC	Clean both sides of all glass doors and side glass.	Weekly
m m	NTC	Police stairs and pick-up litter.	Weekly
	NTC	Dust mop stairs, dust railings, ledges and spot clean.	Weekly

JANITORIAL SERVICES CONTRACT Building No.: $\underline{7}$

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Offices & Halls; 3 Restrooms; 16 Fixtures & 1 Stair	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Concrete Flooring	NTC	Dust mop main floor halls with treated or electrostatic dust mop.	Daily
,	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
Throughout Building	NTC	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
n n	NTC	Clean and polish all drinking fountains.	Daily
n	NTC	Clean trash cans inside and out.	Yearly
п	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
n	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
**	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
	2	Shampoo all carpets, carpeting and walk-off mats. Task shall include the movement of conventional furniture and packed room contents. Scheduling shall be coordinated in advance with COTR.	Once over a two year period.
	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
Lobbies and Main Traffic Entrances/Exits	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

SPECIAL CONDITIONS: Cleaning shall be performed prior to 7:30 a.m. but cannot commence until after all VIC scheduled functions have been completed the evening before. Evening functions can run as late as Midnight. The VIC Area is alarmed and contractor shall ensure that alarm is reactivated when work is complete. Keyed access is available for locked offices, and contractor must ensure that offices are relocked.

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Carpeted; 2 Stairways (except Public Areas)	See Bldg. Audit,	Dust all exposed areas on horizontal surfaces.	Weekly
,	See Bldg. Audit, Table 1	Vacuum walk-off mats.	Weekly
и	See Bldg. Audit, Table 1	Clean both sides of all glass doors and side glass.	Weekly
,,	See Bldg. Audit, Table 1	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
"	See Bldg. Audit, Table 1	Vacuum all carpeted traffic lane areas.	Weekly
W	See Bldg. Audit, Table 1	Fully vacuum all carpets from wall to wall	Once Every Other Week
Public Areas Only (does not include store room)	See Bldg. Audit, Table 1	Dust all exposed areas on horizontal surfaces.	Daily
n	See Bldg. Audit, Table 1	Vacuum walk-off mats.	Daily
,	See Bldg. Audit, Table 1	Clean both sides of all glass doors and side glass.	Daily
H	See Bldg. Audit, Table 1	Dust mop stairs, dust railings, ledges and spot clean.	Daily
n	See Bldg. Audit, Table 1	Vacuum all carpeted traffic lane areas.	Daily
#	See Bldg. Audit, Table 1	Fully vacuum all carpets from wall to wall	Once Every Other Week

Description of			
Area/Floor Type:	Shift	Routine Task	Frequency
Public Areas Only	See Bldg.		
(does not include	Audit,	1	
store room)	Table 1	Clean & Scotch guard (~160) Chairs in the Auditorium.	Yearly
	See Bldg.		
Concrete Area & 1 Rubber Stairwell	Audit,	Dust mop all hard surface floors with treated or	Doily
Trapper Stallwell	Table 1	electrostatic dust mop.	Daily
Concerts	See Bldg.		
Concrete Area & 1 Rubber Stairwell	Audit, Table 1	Police stairs and pick-up litter.	Weekly
			-
	See Bldg. Audit,		
H	Table 1	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
	See Bldg.		
	Audit,	Damp mop all stains and spills (i.e., coffee and drink	
ļ <u>"</u>	Table 1	spills).	Weekly
	See Bldg.		
Wood Stage	Audit, Table 1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
į	See Bldg. Audit,	Damp mop all stains and spills (i.e., coffee and drink	
"	Table 1	spills).	Weekly
3 Restrooms w/15	See Bldg.	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean	
Fixtures and 1	Audit,	mirrors, spot wipe partitions, sweep & damp mop floors	
Storeroom	Table 1	using a germicidal cleaner.	Daily
	See Bldg.		
n	Audit, Table 1	Monitor sanitary napkin supplies and replenish, as needed.	Daily
	(able I	Collect monies from sanitary napkin dispensers, count,	Daily
		record, and paper roll (40 quarters, 50 dimes, 40 nickels	
п	Audit, Table 1	per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
			-
	See Bldg. Audit,		
#	Table 1	Police stairs and pick-up litter.	Weekly
	See Bldg.		
_	Audit,	Damp mop all stains and spills (i.e., coffee and drink	
**	Table 1	spills).	Weekly
		Hard surface resilient, ceramic, terrazzo and vinyl tile	
u	2	floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly

Description of			
Area/Floor Type:	Shiff	Routine Task	Frequency
3 Restrooms w/15			
Fixtures and 1		Using a high speed floor machine, spray buff all hard	
Storeroom	2	surface area.	Yearly
	See Bldg.	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an	
	Audit,	odor, but not less than weekly. Remove all collected	
Throughout Building	Table 1	trash to designated area.	Daily
		•	
*	NTC	Clean and polish all drinking fountains.	Daily
tr .	NTC	Clean trash cans inside and out.	Yearly
		Collect and remove all empty boxes found in halls and	
19	NTC	marked as "trash".	As needed
		Dust all exposed areas on walls and ceilings to remove	
	NTC	dust, debris, bugs and cob webs.	Yearly
		Wash interior and exterior of windows. Scheduling shall	
		be coordinated one week in advance with the COTR.	Once over a two year
*	NTC	COTR will notify Building Managers and Security.	period.
		Wash restroom perimeter and interior walls. (Not to be	Once over a two year
*	NTC	confused with partitions which are cleaned daily).	period.
	!	Shampoo all carpets, carpeting and walk-off mats. Task	
		shall include the movement of conventional furniture and	
Throughout Building	2	packed room contents. Scheduling shall be coordinated	•
Throughout Building		in advance with COTR. Clean ceiling HVAC vents in rooms with 8 1/2' drop	period.
		ceilings (other ceilings only as specified in advance).	
n	2	Includes 1) damp wiping diffuser, 2) 8 panels around	Once over a two year
		diffuser, 3) clean up any debris dropped from vents.	period.
Outside Building Entrances	NTC	Clean ash trave outside building antennas	A a mandad
Enualices	INIC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	An mondad
Jubiue Buildings	IVIC	Empty trasmitorn outside garbage cans.	As needed

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
ч	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

Description of			
Area/Floor Type:	Shift	Routine Task	Frequency
Control Room; 1 Restroom w/3 Fixtures; Resilient Tile	See Bldg. Audit, Table 1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
11	See Bldg. Audit, Table 1	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
н	See Bldg. Audit, Table 1	Monitor sanitary napkin supplies and replenish, as needed.	Daily
"	See Bldg. Audit, Table 1	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
"	See Bldg. Audit, Table 1	Dust all exposed areas on horizontal surfaces.	Weekly
и	See Bldg. Audit, Table 1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
n	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
,	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Balance of Area; Concrete	See Bldg. Audit, Table 1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
n	See Bldg. Audit, Table 1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
79	See Bldg. Audit, Table 1	Police stairs and pick-up litter.	Weekly
19	See Bldg. Audit, Table 1	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
Throughout Building	See Bldg. Audit, Table 1	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Throughout Building	See Bldg. Audit,	Clean and polish all drinking fountains.	Daily
	See Bldg. Audit, Table 1	Clean trash cans inside and out.	Yearly
n	See Bldg. Audit, Table 1	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
	See Bldg. Audit, Table 1	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
·	See Bidg. Audit, Table 1	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
	See Bldg. Audit, Table 1	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
n	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	See Bldg. Audit, Table 1	Clean ash trays outside building entrances.	As needed
Outside Buildings	See Bldg. Audit, Table 1	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	See Bldg. Audit, Table 1	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	See Bldg. Audit, Table 1	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Attachment B

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	Audit,	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
п	See Bldg. Audit, Table 1	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

SPECIAL CONDITIONS: Daytime access may be denied throughout the building when secure item storage is required. Saturday cleaning requested and preferred for semi-annual carpet cleaning in tour areas noted below.

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Lobbies and Offices; Carpeted	1	Dust all exposed areas on horizontal surfaces.	Weekly
W.	1	Vacuum walk-off mats.	Weekly
"	1	Clean both sides of all glass doors and side glass.	Weekly
11	1	Vacuum all carpeted traffic lane areas.	Weekly
Ħ	1	Fully vacuum all carpets from wall to wall	Once Every Other Week
Halls; Offices; Resilient Tile; includes 2 Stairs	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	1	Dust all exposed areas on horizontal surfaces.	Weekly
n	1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
Ħ	1	Police stairs and pick-up litter.	Weekly
"	1	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
11	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly

Description of Area/Floor Type:	Shift	Routine Task	Frequency
2 Restrooms w/11 Fixtures & Resilient	J	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean	, , , , , , , , , , , , , , , , , , , ,
Tile	1	mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
11	1	Monitor sanitary napkin supplies and replenish, as needed.	Daily
		Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to	
"	1	FMD & a record to COTR.	Quarterly
le .	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
77	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Shop & C.R.; Concrete includes 3 Metal Stairways	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
vi	1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	1	Police stairs and pick-up litter.	Weekly
**	1	Dust mop stairs, dust railings, ledges and spot clean. Empty all trash receptacles. Replace liners which contain	Weekly
The state of D. Waller		food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to	
Throughout Building	1	designated area.	Daily
_		Collect and remove all empty boxes found in halls and	
"	NTC	marked as "trash".	As needed
,	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
	NTC	Clean trash cans inside and out.	Yearly

Attachment B

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Throughout Building	NTC	Clean and polish all drinking fountains.	Daily
4	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
n	2	Shampoo all carpets, carpeting and walk-off mats. Task shall include the movement of conventional furniture and packed room contents. Scheduling shall be coordinated in advance with COTR.	Once over a two year period.
Foyer, Main Control Room Auxiliary Control Room & 5 adjacent area rugs	Saturdays	Shampoo carpeting and walk-off mats. Task shall include the movement of conventional furniture. Scheduling shall be coordinated in advance with customer organization.	Once every six months
Throughout Building	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
п	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

Description of			
Area/Floor Type:	Shift	Routine Task	Frequency
Office; Locker			000000000000000000000000000000000000000
Room; 1 Restroom		But we will be a suit of the s	
w/4 Fixtures; Resilient Tile	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
		Refill dispensers, empty trash & sanitary napkin holders,	Duny
		clean & sanitize fixtures, wipe counters & chrome, clean	
11	NTC	mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
		using a gormonal double.	Daily
**	NTC	Monitor sanitary napkin supplies and replenish, as needed.	Deile
	1110	Collect monies from sanitary napkin dispensers, count,	Daily
ŀ		record, and paper roll (40 quarters, 50 dimes, 40 nickels	
11	NTC	per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	0
	NIC	IN FIND & a record to COTR.	Quarterly
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	NTO	Damp mop all stains and spills (i.e., coffee and drink	
	NTC	spills).	Weekly
"	NTO		
	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
"	NTO	N	
	NTC	Vacuum walk-off mats.	Weekly
		Hard surface resilient, ceramic, terrazzo and vinyl tile	
	_	floor - Strip, machine scrub, apply two coats of polish,	
	2	allow to dry.	Yearly
,,	_	Using a high speed floor machine, spray buff all hard	
	2	surface area.	Yearly
Control Room;		Dust mop all hard surface floors with treated or	
Raised Vinyl	NTC	electrostatic dust mop.	Daily
<u> </u>		Damp mop all stains and spills (i.e., coffee and drink	
"	NTC	spills).	Weekly
_			
"	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
"	NTC	Damp mop.	Yearly

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Control Room; Raised Vinyl	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
11	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Other Areas; Concrete/Ceramic 3 Stairwells	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
п	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	NTC	Police stairs and pick-up litter.	Weekly
н	NTC	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
,	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
11	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Throughout Building	NTC	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
"	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
	NTC	Clean and polish all drinking fountains.	Daily
,	NTC	Clean trash cans inside and out.	Yearly

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Throughout Building	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
"	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
п	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

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Description of			
Area/Figor Type:	Shift	Routine Task	Frequency
Offices; Locker			
Room; Carpeted	1	Dust all exposed areas on horizontal surfaces.	Weekly
ļ	ļ		
**	1	Vacuum walk-off mats.	Weekly
	E		
11	1	Vacuum all carpeted traffic lane areas.	Weekly
	1	Fully vacuum all carpets from wall to wall	Once Every Other Week
		Fully close all sharpers. Class with a S	
	1	Fully clean all showers. Clean rubber floor mats inside showers.	Three Times Per Week
			SO THILLD I OF TROOK
Offices/Shops/			
Halls/2 Restrooms & Stairs; Resilient	1	Dust mop all hard surface floors with treated or	D-11.
a orans, resident	1	electrostatic dust mop. Refill dispensers, empty trash & sanitary napkin holders,	Daily
		clean & sanitize fixtures, wipe counters & chrome, clean	
		mirrors, spot wipe partitions, sweep & damp mop floors	
	1	using a germicidal cleaner.	Daily
_		Monitor sanitary napkin supplies and replenish, as	
	1	needed.	Daily
1		Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels	
		per roll); no Canadian coins. Furnish rolls, give money	
11	1	to FMD & a record to COTR.	Quarterly
		Damp mop all stains and spills (i.e., coffee and drink	
"	1	spills).	Weekly
[
11	1	Dust all exposed areas on horizontal surfaces.	Weekly
	1	Clean both sides of all glass doors and side glass.	Weekly
			-
ıı ı	1	Police stairs and pick-up litter.	Weekly

Description of			
Area/Floor Type:	Shift	Routine Task	Frequency
Offices/Shops/			
Halls/2 Restrooms			
& Stairs; Resilient	1	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
		Hard surface resilient, ceramic, terrazzo and vinyl tile	
,		floor - Strip, machine scrub, apply two coats of polish,	
"	2	allow to dry.	Yearly
		I takan a kasak a a a a kasak a a a a a a a a a	
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	2	Using a high speed floor machine, spray buff all hard surface area.	Vaadu
		surface area.	Yearly
"	1	Damp mop kitchen floor.	Daily
·			
Room 111 & 112	1	Damp mop floor.	Monthly
All Concrete; 1			
Restroom; 2 Metal			
Stairwells (except		Dust mop all hard surface floors with treated or	
areas below)	1	electrostatic dust mop.	Daily
Rooms 108 & 142A:		Dust mop all hard surface floors with treated or	
Concrete	1	electrostatic dust mop.	Twice Per Month
Odificie	<u>'</u>	electrostatic dust mop.	I Wice Fel World
Rooms 142A & 155:			
Concrete	1	Damp mop floor.	Twice Per Week
All Concrete; 1			
Restroom; 2 Metal			
Stairwells	1	Dust all exposed areas on horizontal surfaces.	Weekly
			-
	-		
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	_	Damp mop all stains and spills (i.e., coffee and drink	144 1 1
-	1	spills).	Weekly
		Refill dispensers, empty trash & sanitary napkin holders,	
		clean & sanitize fixtures, wipe counters & chrome, clean	
"	1	mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
	<u> </u>	don's a gorinioladi olcarior.	ouny .
	1	Monitor sanitary napkin supplies and replenish, as	
"	1	needed.	Daily
		Collect monies from sanitary napkin dispensers, count,	· · · · · · · · · · · · · · · · · · ·
		record, and paper roll (40 quarters, 50 dimes, 40 nickels	
		per roll); no Canadian coins. Furnish rolls, give money	
**	1	to FMD & a record to COTR.	Quarterly

Description of Area/Floor Type:	Shift	Routine Task	Frequency
All Concrete; 1 Restroom; 2 Metal Stairwells	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
н	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Machine Shop, General Shop (Rms. 142 & 122) & Rm. 144; Wood	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Twice Per Month
Room 144; Wood	. 1	Damp mop floor.	
	·	Dust mop all hard surface floors with treated or	Twice Per Week
Garage Throughout Building	1	electrostatic dust mop. Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Monthly
	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
n	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
. "	NTC	Clean trash cans inside and out.	Yearly
m	NTC	Clean and polish all drinking fountains.	Daily
н	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
	2	Shampoo all carpets, carpeting and walk-off mats. Task shall include the movement of conventional furniture and packed room contents. Scheduling shall be coordinated in advance with COTR.	Once over a two year period.

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Throughout Building	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Satellite Picnic Area	1	Clean Satellite Picnic Area daily. Includes emptying and removing trash and debris, and damp wiping tables, as needed. Cleaning required generally from Spring though Fall or when area is in use.	
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

SPECIAL CONDITIONS: Routine cleaning includes the restroom and breakroom behind the kitchen used by cafeteria workers.

Description of Area/Floor Typs:	Shift	Routine Task	Frequency
Offices/Halls/Corrid ors; Carpeted	See Bldg. Audit, Table 1	Dust all exposed areas on horizontal surfaces.	Weekly
11	See Bldg. Audit, Table 1	Vacuum walk-off mats.	Weekly
PE	See Bldg. Audit, Table 1	Fully vacuum all carpets from wall to wall	Once Every Other Week
1st Floor Only	See Bldg. Audit, Table 1	Vacuum all carpeted traffic lane areas.	Daily
2nd Floor Only	See Bldg. Audit, Table 1	Vacuum all carpeted traffic lane areas.	Weekly
Rooms 101, 208 & 209	See Bldg. Audit, Table 1	Fully vacuum all carpets from wall to wall	Daily
,	See Bldg. Audit, Table 1	Clean chalk/dry eraser boards, dusters & chalk tray.	Daily
,,	See Bldg. Audit, Table 1	Damp/clean & sanitize tabletops.	Daily
Credit Union; Empl.Assist.Prog.; Unions Offs.; & Exchange Store	1	All routine cleaning tasks, as specified above, which apply to the Credit Union; EAP, LESA & AFGE Offices & PX.	Per required task frequency above
Room 107	1	All routine cleaning tasks, as specified above which apply to Room 107.	Per required task frequency above
Medical Services	1	Collect and remove trash 2 times per day.	Two times per day
п	1	Remove Medical Waste and dispose of in accordance with required bio-hazard procedures.	Daily/As Needed

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Description of Area/Floor Type:	Shift	Routine Task	Frequency
Medical Services	1	Clean the 1 shower "In-use" every-other-week.	Once every other week
"	1	Dust mop stairs, dust railings, ledges and spot clean.	Daily
Medical Services, Offices/Halls/Corrid ors; Carpeted	1	Dust all exposed areas on horizontal surfaces.	Weekly
		and an expect around on nonzerical carriacocs.	VVCCRIY
"	1	Fully vacuum all carpets from wall to wall	Once Every Other Week
Medical Services, 1st Floor Only	1	Vacuum all carpeted traffic lane areas.	Daily
9 Restrooms w/48 Fixtures; Halls; Offices; Resilient Tile	See Bldg. Audit, Table 1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
9	See Bldg. Audit, Table 1	Dust mop stairs, dust railings, ledges and spot clean.	Daily
**	See Bldg. Audit, Table 1	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
11	See Bldg. Audit, Table 1	Monitor sanitary napkin supplies and replenish, as needed.	Daily
"	See Bldg. Audit, Table 1	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
·	See Bldg. Audit, Table 1	Dust all exposed areas on horizontal surfaces.	Weekly
	See Bldg. Audit, Table 1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
п	See Bldg. Audit, Table 1	Clean both sides of all glass doors and side glass.	Weekly

Samuladan d			
Description of Area/Floor Type:	Shift	Routine Task	Frequency
9 Restrooms w/48 Fixtures; Halls; Offices; Resilient Tile	See Bldg. Audit,	Police stairs and pick-up litter.	Weekly
	14510 1	Torios outro una prox aprixas.	
н	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Kitchen, Serving			
and Other Areas; Ceramic, Resilient	See Bldg. Audit,		
Tile	Table 1	Using push broom sweep all open areas.	Daily
11	See Bldg. Audit, Table 1	Wet mop entire area.	Daily
н	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
11	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Kitchen, Serving Area; Ceramic, Resilient Tile	See Bldg. Audit, Table 1	Wash floor with degreaser to remove all dirt, grime and grease buildup which includes underneath all cooking equipment and furniture.	Weekly
Main Cafeteria	1	Collect and remove trash 3 times per day.	Three times per day
Main Cafeteria; 2 Hand Sinks	See Bldg. Audit, Table 1	Replenish paper towel dispenser.	Daily/As Needed
All Other Areas; Concrete	See Bldg. Audit, Table 1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
п	See Bldg. Audit, Table 1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
Throughout Building	See Bldg. Audit, Table 1	Clean Public Telephones and Spot Clean Booths	Daily

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Strandarderic Strategy (1 strategy)		Empty all trash receptacles. Replace liners which	1 (aduone)
	See Bldg. Audit,	contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected	
Throughout Building		trash to designated area.	Daily
PF	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
	NTO		
	NTC	Clean and polish all drinking fountains.	Daily
H	NTC	Clean trash cans inside and out.	Yearly
		Wash interior and exterior of windows. Scheduling shall	
	NTC	be coordinated one week in advance with the COTR.	Once over a two year
	NIC	COTR will notify Building Managers and Security.	period.
		Wash restroom perimeter and interior walls. (Not to be	Once over a two year
H	NTC	confused with partitions which are cleaned daily).	period.
		Shampoo all carpets, carpeting and walk-off mats. Task shall include the movement of conventional furniture and	
	2	packed room contents. Scheduling shall be coordinated in advance with COTR.	Once over a two year
		Clean ceiling HVAC vents in rooms with 8 1/2' drop	period.
		ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around	Once over a two year
"	2	diffuser, 3) clean up any debris dropped from vents.	period.
Outside Building Entrances	NTC	Clean ash trave outside huilding antonna	As peoded
Lituatioes	NIC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
		Monitor recycling containers until full. Glass, plastic,	
		aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be	
		transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper	
Recycled Glass, Plastic, Cans and		recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster.	
Newspaper	NTC	Notify COTR when can dumpster is full.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Satellite Picnic Area	1	Clean Satellite Picnic Area daily. Includes emptying and removing trash and debris, and damp wiping tables, as needed.	Daily
Cafeteria Public Access Areas	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked into Cafeteria by customers. Additional mopping shall be performed when requested by COTR.	As needed
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

Description of			
Area/Floor Type:	Shift	Routine Task	Frequency
Office; Carpeted	1	Dust all exposed areas on horizontal surfaces.	Weekly
н	1	Vacuum walk-off mats.	Weekly
		No suura all assa akad kustiis luus suura	Marita
	1	Vacuum all carpeted traffic lane areas.	Weekly
	1	Fully vacuum all carpets from wall to wall	Once Every Other Week
4 Restrooms w/20	'	i dily vacuum ali carpeis nom wali to wali	Once Every Other Week
Fixtures; Offices/Halls; Resilient Tile	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
		Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors	
**	1	using a germicidal cleaner.	Daily
	1	Monitor sanitary napkin supplies and replenish, as needed.	Daily
	4	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Overdants.
	1	IO FIND & a record to COTK.	Quarterly
(except rooms cited below)	1	Dust all exposed areas on horizontal surfaces.	Weekly
55,017		Succession and a surface of monzontal surfaces.	Livering
n	1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
	1	Completely clean and damp mop hard floor elevator.	Weekly
	 		outi
Rms. 112, 318 & 328; Resilient Tile	1	Damp mop floor.	Weekly
4 Restrooms w/20 Fixtures; Offices/Halls; Resilient Tile	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
	L		, ouris

Description of Area/Floor Type:	Shift	Routine Task	Frequency
4 Restrooms w/20 Fixtures; Offices/Halls; Resilient Tile	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Basement/Cells/2 Stairwells; Concrete			
(see exceptions below)	1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
n	1	Police stairs and pick-up litter.	Weekly
		- Short Stanto and plot up inter-	
" Basement/Cells/2	1	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
Stairwells; Concrete (except bays/rms. below)	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Monthly
Bays 110; 150; 160; 170 & Stairs leading to Rm. 318 & 328; Concrete	1	Damp mop floor.	Weekly
Main Floor; Concrete	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Monthly
Machine Shop;		Dust mop all hard surface floors with treated or	
Concrete	1	electrostatic dust mop.	Weekly
11 Stairwells; Metal	1	Police stairs and pick-up litter.	Weekly
· ·	1	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
		Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected	
Throughout Building	1	trash to designated area.	Daily
11	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
,	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Throughout Building	NTC	Clean and polish all drinking fountains.	Daily
н	NTC	Clean trash cans inside and out.	Yearly
**	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
•	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
	2	Shampoo all carpets, carpeting and walk-off mats. Task shall include the movement of conventional furniture and packed room contents. Scheduling shall be coordinated in advance with COTR.	Once over a two year period.
n	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Attachment B

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
п	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

SPECIAL CONDITIONS: There are some locked areas in both Building 21 and 21A (i.e., Bldg. 21A, Room 5) which require the contractor to acquire a key for other than daytime cleaning.

Description of	61.18		_
Area/Floor Type:	Shift	Routine Task	Frequency
Bldg. 21 - Offices & Halls; Carpeted			
(except 1st fl. SW			
Secured Areas)	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
	NTC	Veguner wells off made	
	NIC	Vacuum walk-off mats.	Weekly
	NTC	Vacuum all carpeted traffic lane areas.	Weekly
	NTC	Fully vacuum all carpets from wall to wall	Once Every Other Week
Bldg. 21 - Offices &			
Halls; Carpeted			
(Secured Areas	_	All routine cleaning tasks, as specified above, which	
Only - 1st fl. SW)	1	apply to Secured Areas.	As specified
Bldg. 21 - Offices; Halls; Stairs; 5			
Restrooms:		Dust mop all hard surface floors with treated or	
Resilient Tile	NTC	electrostatic dust mop.	Daily
		Refill dispensers, empty trash & sanitary napkin holders,	
		clean & sanitize fixtures, wipe counters & chrome, clean	
n	NTO	mirrors, spot wipe partitions, sweep & damp mop floors	
	NTC	using a germicidal cleaner.	Daily
		Monitor sanitary napkin supplies and replenish, as	
N	NTC	needed.	Daily
		Collect monies from sanitary napkin dispensers, count,	
		record, and paper roll (40 quarters, 50 dimes, 40 nickels	
	NTC	per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Ouartarly
	1410	IND & A TECOTA TO COTA.	Quarterly
"	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
		Damp mop all stains and spills (i.e., coffee and drink	
п	NTC	spills).	Weekly
	NTO	Class bath sides of all slave it.	
	NTC	Clean both sides of all glass doors and side glass.	Weekly

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Description of Area/Floor Type:	Shift	Routine Task	Frequency
Bldg. 21 - Offices; Halls; Stairs; 6 Restrooms; Resilient Tile	NTC	Police stairs and pick-up litter.	Weekly
n	NTC	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
n	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
**	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Warehouse; Concrete	See Bldg. Audit, Table 1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Weekly
	See Bldg. Audit, Table 1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
. "	See Bldg. Audit, Table 1	Police stairs and pick-up litter.	Weekly
п	See Bldg. Audit, Table 1	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
Bldg. 21 North Dock Outside Ramp		Sweep/clean dock ramp to remove debris, leaves and trash.	Quarterly
Throughout Building	NTC	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
,	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
11	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
n	NTC	Clean and polish all drinking fountains.	Daily

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Throughout Building	NTC	Clean trash cans inside and out.	Yearly
п	2	Shampoo all carpets, carpeting and walk-off mats. Task shall include the movement of conventional furniture and packed room contents. Scheduling shall be coordinated in advance with COTR.	
	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
*	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of			
Area/Floor Type:	Shift	Routine Task	Frequency
Bldg. 21A -			
Offices;Halls & Print Shop; Carpeted	1	Dust all exposed areas on horizontal surfaces.	Weekly
олор, сагроков	,	Dust an exposed areas on nonzonial surfaces.	Veckty
N	1	Vacuum walk-off mats.	Weekly
_			
*	1	Vacuum all carpeted traffic lane areas.	Weekly
•	1	Fully vacuum all carpets from wall to wall	Once Every Other Week
		Shampoo all carpets, carpeting and walk-off mats. Task	
		shall include the movement of conventional furniture and packed room contents. Scheduling shall be coordinated	Once over a two year
**	2	in advance with COTR.	period.
		Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance).	
	_	Includes 1) damp wiping diffuser, 2) 8 panels around	Once over a two year
	2	diffuser, 3) clean up any debris dropped from vents.	period.
Bldg. 21A - Mail Room & Print Shop;		Duct man all hard ourfoce floors with tracted or	
Concrete	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
Bldg. 21A - Storage		Refill dispensers, empty trash & sanitary napkin holders,	
Rms., 2 Restrooms;		clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors	
Halls; Resilient Tile	1	using a germicidal cleaner.	Daily
	1	Monitor sanitary napkin supplies and replenish, as needed.	Deily
	<u> </u>	Collect monies from sanitary napkin dispensers, count,	Daily
		record, and paper roll (40 quarters, 50 dimes, 40 nickels	
	1	per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
Bldg. 21A - Storage Rms., 2 Restrooms;			
Halls; Resilient Tile			
(see exception below)	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
25,011,	•	Section and more	July
Bldg. 21A - Room			
14H; Resilient Tile	1	Damp mop floor.	Twice Per Week
Bldg. 21A - Storage			
Rms., 2 Restrooms;			
Halls; Resilient Tile	1	Dust all exposed areas on horizontal surfaces.	Weekly

Description of			
Description of Area/Floor Type:	Shift	Routine Task	Frequency
Bldg. 21A - Storage Rms., 2 Restrooms; Halls; Resilient Tile	1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
	1	Clean both sides of all glass doors.	Weekiy
H	1	Dust all exposed areas on horizontal surfaces.	Weekly
	1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
Bldg. 21A - Resilient Tile Areas (excluding Cal. Lab.)	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
Bldg. 21A - Resilient Tile Areas (excluding Cal. Lab.)	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Bldg. 21A - Calibration Laboratory	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of anti-static polish (provided by the customer upon advance notice), allow to dry.	Yearly
	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Throughout Building	1	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
Throughout Building		Collect and remove all empty boxes found in halls and marked as "trash".	As needed
и	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
п	NTC	Clean and polish all drinking fountains.	Daily
	NTC	Clean trash cans inside and out.	Yearly

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Arean acon aype	Sint		310:0:105
Throughout Building	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
*	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
11	2	Shampoo all carpets, carpeting and walk-off mats. Task shall include the movement of conventional furniture and packed room contents. Scheduling shall be coordinated in advance with COTR.	Once over a two year period.
	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Bldg. 21 & 21A - Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
н	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Offices & Halls; Carpeted	See Bldg. Audit, Table 1	Dust all exposed areas on horizontal surfaces.	Weekly
п	See Bldg. Audit, Table 1	Vacuum walk-off mats.	Weekly
и	See Bldg. Audit, Table 1	Vacuum all carpeted traffic lane areas.	Weekly
п	See Bldg. Audit, Table 1	Fully vacuum all carpets from wall to wall	Once Every Other Week
Main Floor (except areas as cited below)	See Bldg. Audit, Table 1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Monthly
Main Floor Halis (except areas as cited below)	See Bldg. Audit, Table 1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Weekly
Control Rooms; Halls; Elevator/Offices; Resilient Tile	See Bldg. Audit, Table 1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
9	See Bldg. Audit, Table 1	Dust all exposed areas on horizontal surfaces.	Weekly
и	See Bldg. Audit, Table 1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	See Bldg. Audit, Table 1	Clean both sides of all glass doors and side glass.	Weekly
"	See Bldg. Audit, Table 1	Completely clean and damp mop hard floor elevator.	Weekly
"	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
п	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly

Description of		2 2	_
Area/Floor Type:	Shift	Routine Task	Frequency
Lobby; 2 Stairwells;	See Bldg.		
4 Restrooms; Ceramic	Audit, Table 1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
Colailio	Idale	Refill dispensers, empty trash & sanitary napkin holders,	Dany
	See Bldg.	clean & sanitize fixtures, wipe counters & chrome, clean	
я	Audit, Table 1	mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
	See Bldg. Audit,	Monitor sanitary napkin supplies and replenish, as	
н	Table 1	needed.	Daily
	Coo Dide	Collect monies from sanitary napkin dispensers, count,	
	See Blag. Audit,	record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money	
n	Table 1	to FMD & a record to COTR.	Quarterly
	See Bldg.		
	Audit,	Damp mop all stains and spills (i.e., coffee and drink	
•	Table 1	spills).	Weekly
	See Bldg.		
	Audit,	Dollar stairs and sist up litter	MA - I.h.
	Table 1	Police stairs and pick-up litter.	Weekly
	See Bldg.		
н	Audit, Table 1	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
		Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish.	
#	2	allow to dry.	Yearly
		Using a high speed floor machine, spray buff all hard	
н	2	surface area.	Yearly
	See Bldg.		
Shop; Cells; 2	Audit,	Dust mop all hard surface floors with treated or	
Stairwells; Concrete	Table 1	electrostatic dust mop.	Daily
	See Bldg.		
В	Audit,	Damp mop all stains and spills (i.e., coffee and drink	144 11 ·
	Table 1	spills).	Weekly
	See Bldg.		
n	Audit, Table 1	Police stairs and pick-up litter.	Weekly
		and the same and the same of t	50
		All routine cleaning tasks, as specified above, which	
W1 & W220	1	apply to W1 & W220.	As specified

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Basement	See Bldg. Audit, Table 1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Monthly
Throughout Building	See Bldg. Audit, Table 1	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
n	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
,	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
п	NTC	Clean and polish all drinking fountains.	Daily
"	NTC	Clean trash cans inside and out. Shampoo all carpets, carpeting and walk-off mats. Task	Yearly
и	2	shall include the movement of conventional furniture and packed room contents. Scheduling shall be coordinated in advance with COTR.	Once over a two year period.
п	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
, ,	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
"	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
н	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

Description of			
Area/Floor Type:	Shift	Routine Task	Frequency
Offices; Control Rooms; 1 Restroom; Resilient Tile	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
		Refill dispensers, empty trash & sanitary napkin holders,	
	NTC	clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
	NTC	Monitor sanitary napkin supplies and replenish, as needed.	Daily
,	NTC	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
	•		
п	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Halls; Test Cells; Concrete	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
		Damp mop all stains and spills (i.e., coffee and drink	
Ħ	NTC	spills).	Weekly
	_	Dust mop all hard surface floors with treated or	
Metal Flooring	NTC	electrostatic dust mop.	Daily
. "	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
		Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected	
Throughout Building	NTC	trash to designated area.	Daily

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Description of			
Area/Floor Type:	Shift	Routine Task	Frequency
Throughout Building	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
п	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
	NTC	Clean and polish all drinking fountains.	Daily
п	NTC	Clean trash cans inside and out.	Yearly
н	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
н	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Offices; Halls; Carpeted	1	Dust all exposed areas on horizontal surfaces.	Weekly
н	1	Vacuum walk-off mats.	Weekly
11	1	Vacuum all carpeted traffic lane areas.	Weekly
u	1	Fully vacuum all carpets from wall to wall	Once Every Other Week
2 Restrooms w/9 Fixtures & Other Areas Resilient	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
	1	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
	1	Monitor sanitary napkin supplies and replenish, as needed.	Daily
м	1	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
	1	Dust all exposed areas on horizontal surfaces.	Weekly
n	1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
	1	Clean both sides of all glass doors and side glass.	Weekly
,		Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
n		Using a high speed floor machine, spray buff all hard surface area.	Yearly

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Other Areas; Concrete	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
Instrument Pool Area only	1	Damp mop hard surface floor.	5 Times Per Year
Throughout Building	1	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
,	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
1	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
	NTC	Clean trash cans inside and out.	Yearly
"	NTC	Clean and polish all drinking fountains.	Daily
м	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
"	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
11	2	Shampoo all carpets, carpeting and walk-off mats. Task shall include the movement of conventional furniture and packed room contents. Scheduling shall be coordinated in advance with COTR.	Once over a two year period.
	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
77	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Offices/Hall/ 2 Restrooms w/15 Fixtures; Resilient (see exceptions below)	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
	NTC	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
	NTC	Monitor sanitary napkin supplies and replenish, as needed.	Daily
	NTC	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
n	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
п	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
	NTC	Vacuum walk-off mats.	Weekly
"	NTC	Clean both sides of all glass doors and side glass.	Weekly
Rooms 119 - 126	1	All routine cleaning tasks, as specified above which apply to Rooms 119 - 126.	As stated above
Offices/Hall/ 2 Restrooms w/15 Fixtures; Resilient	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
11	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
All Other Areas; Concrete	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly

Description of Area/Floor Type:	Shift	Routine Task	Esamenar
Throughout Building	NTC	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Frequency Daily
	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
	NTC	Clean trash cans inside and out.	Yearly
	NTC	Clean and polish all drinking fountains.	Daily
*	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
н	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
п	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
п	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

Description of Area/Figor Type:	Shift	Routine Task	Frequency
Offices/Test Cells/ 2 Restrooms w/7 Fixtures; Resilient	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
	1	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
	1	Monitor sanitary napkin supplies and replenish, as needed.	Daily
	1	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
	1	Dust all exposed areas on horizontal surfaces.	Weekly
•	1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	1	Vacuum walk-off mats.	Weekly
	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
All Other Concrete	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
u	1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
Throughout Building	1	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
п	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed

Description of Area/Floor Type:	Shift	Routine Task	Frequency
		10000000	
Throughout Building	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
н	NTC	Clean trash cans inside and out.	Yearly
н	NTC	Clean and polish all drinking fountains.	Daily
п	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
99	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
и	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
*	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Vinyl Areas (see exception below)	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
	NEO		l
	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
		Damp mop all stains and spills (i.e., coffee and drink	
-	NTC	spills).	Weekly
		Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish,	
	2	allow to dry.	Yearly
*	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
NW Wing	1	All routine cleaning tasks, as specified above, which apply to the NW Wing.	As specified above
Restroom w/5		Refill dispensers, empty trash & sanitary napkin holders,	, to opening above
Fixtures; Ceramic	NTO	clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors	
tile	NTC	using a germicidal cleaner.	Daily
		Monitor sanitary napkin supplies and replenish, as	
N	NTC	needed. Collect monies from sanitary napkin dispensers, count,	Daily
		record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money	
**	NTC	to FMD & a record to COTR.	Quarterly
		Hard surface resilient, ceramic, terrazzo and vinyl tile	
W.	2	floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
**	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
	-		
All Other Concrete	NITO	Dust mop all hard surface floors with treated or	Delh
& Metal Flooring	NTC	electrostatic dust mop.	Daily
		Damp mop all stains and spills (i.e., coffee and drink	
*	NTC	spills).	Weekly

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Description of Area/Floor Type:	Shift	Routine Task	Frequency
All Other Concrete & Metal Flooring	NTC	Police stairs and pick-up litter.	Weekly
,,	NTC	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
Throughout Building	NTC	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
•	NTC	Clean trash cans inside and out.	Yearly
	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
,	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster.	Daily/As Needed

Area/Floor Type:	Shift	Routine Task Monitor recycled paper containers to identify when they	Frequency
Description of			

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

SPECIAL CONDITIONS: ASCR area shall be accessed with occupant escort who has pad access. Point of Contact is Sue Atkins at 3-5930.

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Control Room & Lower Test Area; Resilient	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
*	1	Dust all exposed areas on horizontal surfaces.	Weekly
	1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
n	1	Vacuum walk-off mats.	Weekly
	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
:-	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Basement & Corridors; Concrete	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
11	1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
All Other Areas; 2 Stairwells; Metal	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
,,	1	Police stairs and pick-up litter.	Weekly
		r once can and pion-up inter.	vveeniy
. "	1	Dust mop stairs, dust railings, ledges and spot clean.	Weekly

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Throughout Building	1	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
•	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
	NTC	Clean trash cans inside and out.	Yearly
п	NTC	Clean and polish all drinking fountains.	Daily
	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
# # T	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shiff	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
п	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

Description of Area/Floor Type:	Shift	Routine Task	Frequency
2 Restrooms w/4 Fixtures		Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
,,	NTC	Monitor sanitary napkin supplies and replenish, as needed.	Daily
	NTC	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
Control Room and Other Concrete Areas	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
	NTC	Vacuum walk-off mats.	Weekly
и	NTC	Police stairs and pick-up litter.	Weekly
	NTC	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
Throughout Building	NTC	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
н	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
9	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
п	NTC	Clean trash cans inside and out.	Yearly

Description of			
Area/Floor Type:	Shift	Routine Task	Frequency
Throughout Building	NTC	Clean and polish all drinking fountains.	Daily
	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	
•	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

SPECIAL CONDITIONS: When cleaning is performed on 2nd shift, the janitor is responsible for ensuring that the front door is locked and is required to exit the building through the side door and ensure that the door is locked.

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Foyer; Offices; Halls, Stairs, Assembly Area, Bridge; Resilient	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Weekly
"	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
"	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
*	NTO	Va suura valla aff arata	Marth
	NTC	Vacuum walk-off mats.	Weekly
	NTC	Completely clean and damp mop hard floor elevator.	Weekly
И	NTC	Police stairs and pick-up litter.	Weekly
n	NTC	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
,	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
2 Restrooms w/5 Fixtures; Ceramic	NTC	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
"	NTO	Monitor sanitary napkin supplies and replenish, as	Doily
	NTC	needed. Collect monies from sanitary napkin dispensers, count,	Daily
	NTC	record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly

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Description of Area/Floor Type:	Shift	Routine Task	Frequency
2 Restrooms w/5 Fixtures; Ceramic	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Bridge; Resillent	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
Level 5 Landing (outside elevator); Rubber	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
Levels 1, 3, 4, 5, 6, 7 & 8 Test Areas; Rubber & Concrete	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	NTC	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
Levels 3, 4, 5, 6, 7 & 8 Test Areas; Rubber	2	Clean, wax & buff.	Yearly
Upper Hail; Concrete	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Weekly
	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
Level 1; Concrete	2	Strip, clean, wax & buff.	Yearly
Level 5, 8 & along Bridge	NTC	Damp wipe of horizontal ledges along wall perimeters and stairwell test areas	Yearly
Level 5 & 8	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
Throughout Building (except in specified levels above)	NTC	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Throughout Building (except in specified levels above)	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
,	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
"	NTC	Clean trash cans inside and out.	Yearly
	NTC	Clean and polish all drinking fountains.	Daily
,,	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
u	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Can Containers	NTC	Monitor recycled can containers to identify when they are full, then empty and transport to central dumpster behind Bldg. 16. Notify COTR when central dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
n	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

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Description of Area/Floor Type:	Shift	Routine Task	Frequency
Offices; Halls; Carpeted	1	Dust all exposed areas on horizontal surfaces.	Weekly
п	1	Vacuum walk-off mats.	Weekiy
	1	Clean both sides of all glass doors and side glass.	Weekly
	1	Vacuum all carpeted traffic lane areas.	Weekly
u u	1	Fully vacuum all carpets from wall to wall Refill dispensers, empty trash & sanitary napkin holders,	Once Every Other Week
7 Restrooms; Halls; Resilient	1	clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
77	1	Monitor sanitary napkin supplies and replenish, as needed.	Daily
п	1	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
n	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	1	Dust all exposed areas on horizontal surfaces.	Weekly
,	1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
#	1	Completely clean and damp mop hard floor elevator.	Weekly
"	1	Police stairs and pick-up litter.	Weekly

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Alean tool ype	Sint	ROMINE resk	
7 Restrooms; Halls; Resilient	1	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
resment	•	Bust mop stairs, dust rainings, leages and spot sistan.	rroomy
		Hard surface resilient, ceramic, terrazzo and vinyl tile	
,,	2	floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
		and to dry.	
		litter to the second se	
	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
			
Basement: Rooms		Dust man all hard surface floors with tracted or	
10 - 19	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
		·	
Rooms 7A, 29, 32,		Dust mop all hard surface floors with treated or	
33 & 38	1	electrostatic dust mop.	Weekly
Basement; Cells;			
Corridors; Concrete (except designated		Dust mop all hard surface floors with treated or	
rooms)	1	electrostatic dust mop.	Monthly
1.0			
Basement; Cells;		Damp mop all stains and spills (i.e., coffee and drink	
Corridors; Concrete	. 1	spills).	Weekly
n	1	Police stairs and pick-up litter.	Weekly
**	1	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
		Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an	
		odor, but not less than weekly. Remove all collected	L
Throughout Building	1	trash to designated area.	Daily
_		Collect and remove all empty boxes found in halls and	
н	NTC	marked as "trash".	As needed
	NEC	Dust all exposed areas on walls and ceilings to remove	Voorty
	NTC	dust, debris, bugs and cob webs.	Yearly
	NTC	Clean trash cans inside and out.	Yearly
	NTC	Poledii trasii caris iriside and out.	1 Garry

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Throughout Building	NTC	Clean and polish all drinking fountains.	Daily
n	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
n	2	Shampoo all carpets, carpeting and walk-off mats. Task shall include the movement of conventional furniture and packed room contents. Scheduling shall be coordinated in advance with COTR.	Once over a two year period.
н	2	Clean celling HVAC vents in rooms with 8 1/2' drop cellings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
н	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Office; Halls; Carpeted	11	Dust all exposed areas on horizontal surfaces.	Weekly
	1	Vacuum walk-off mats.	Weekly
N	1	Clean both sides of all glass doors and side glass.	Weekly
**	1	Vacuum all carpeted traffic lane areas.	Weekly
	1	Fully vacuum all carpets from wall to wall	Once Every Other Week
Shop; Offices; Locker Room; 4 Restrooms; Resilient Tile	1	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
:. ·	1	Monitor sanitary napkin supplies and replenish, as needed.	Daily
	1	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
Offices; Locker Room; 4 Restrooms; Resilient Tile	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
Shop; Resilient Tile	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Monthly
Shop; Offices; Locker Room; 4 Restrooms; Resilient Tile	1	Dust all exposed areas on horizontal surfaces.	Weekly
n n	1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
n	1	Police stairs and pick-up litter.	Weekly

Manager -			
Description of Area/Floor Type:	Shift	Routine Task	Ermpransan
Shop; Offices; Locker Room; 4 Restrooms;		RUUMIN 1855	Frequency
Resilient Tile	1	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
n	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
п	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Stairs; Concrete	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
Shop; Concrete	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Monthly
Shop; Stairs; Concrete	1	Dust all exposed areas on horizontal surfaces.	Weekly
: :	1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
	1	Police stairs and pick-up litter.	Weekly
n	1	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
Wood Model Area; Wooden	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
н	1	Dust all exposed areas on horizontal surfaces.	Weekly
	1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
Throughout Building	1	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Throughout Building	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
Ħ	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
	NTC	Clean trash cans inside and out.	Yearly
	NTC	Clean and polish all drinking fountains.	Daily
	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
п	2	Shampoo all carpets, carpeting and walk-off mats. Task shall include the movement of conventional furniture and packed room contents. Scheduling shall be coordinated in advance with COTR.	Once over a two year period.
п	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
*	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Office; Halls; Control Room; Resilient	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
	1	Dust all exposed areas on horizontal surfaces.	Weekly
	1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
•	1	Vacuum walk-off mats.	Weekly
**	1	Police stairs and pick-up litter.	Weekly
n	1	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
W	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
2 Restrooms; 16 Fixtures; All Other Concrete	1	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
"	1	Monitor sanitary napkin supplies and replenish, as needed.	Daily
	1	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
,	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
,	1	Dust all exposed areas on horizontal surfaces.	Weekly

Description of Area/Floor Type:	Shift	Routine Task	Frequency
2 Restrooms; 16			
Fixtures; All Other Concrete	1	Damp mop all stains and spills (i.e., coffee and drink	Manual de la companya
Concrete		spills). Empty all trash receptacles. Replace liners which	Weekly
Throughout Building	1	contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
		Collect and remove all empty boxes found in halls and	
	NTC	marked as "trash".	As needed
	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
н	NTC	Clean trash cans inside and out.	Yearly
,			
-	NTC	Clean and polish all drinking fountains.	Daily
	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
			polica.
	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
		Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around	Once over a two year
	2	diffuser, 3) clean up any debris dropped from vents.	period.
Outside Building			
Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
n	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

Description of Area/Floor Type:	Shift	Routine Task	Frequency
1 Restroom w/5 Fixtures; Control Room; Resilient	NTC	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors	Daile
Room, Resilient	NIC	using a germicidal cleaner.	Daily
11	NTC	Monitor sanitary napkin supplies and replenish, as needed.	Daily
n	NTC	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
*	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
		ar and an analysis of the second	
m .	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
a di Control			
99	NTC	Vacuum walk-off mats.	Weekly
,	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
n		Using a high speed floor machine, spray buff all hard	
	2	surface area.	Yearly
All Other Areas; Concrete	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
_			
	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
п	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
	NTC	Police stairs and pick-up litter.	Weekly
		· · · · · · · · · · · · · · · · · · ·	

Description of			
Area/Floor Type:	Shift	Routine Task	Frequency
All Other Areas; Concrete	NTC	Dust mop stairs, dust railings, ledges and spot clean.	Weekiy
Throughout Building	NTC	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
"	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
•	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
	NTC	Clean trash cans inside and out.	Yearly
·	NTC	Clean and polish all drinking fountains.	Daily
"	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
11	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed

Attachment B

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Recycled Paper Containers		Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
**	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

SPECIAL CONDITIONS: No cleaning access available for Room 11.

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Offices; Halls; Carpeted	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
. "	NTC	Vacuum walk-off mats.	Weekly
	NTC	Clean both sides of all glass doors and side glass.	Weekly
#	NTC	Vacuum all carpeted traffic lane areas.	Weekly
н	NTC	Fully vacuum all carpets from wall to wall	Once Every Other Week
1 Restroom;		Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean	
Offices; Hall; Resillent	NTC	mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
H	NTC	Monitor sanitary napkin supplies and replenish, as needed.	Daily
		Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels	
	NTC	per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
М	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
н	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
* :	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
11	NTC	Police stairs and pick-up litter.	Weekly

Description of Area/Floor Type:	Shift	Routine Task	Frequency
1 Restroom; Offices; Hall;			
Resilient	NTC	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
	NTC	Completely clean and damp mop hard floor elevator.	Weekly
	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
4 Restrooms; Ceramic	NTC	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
"	NTC	Monitor sanitary napkin supplies and replenish, as needed.	Daily
:	NTC	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
,,	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Basement; Lobby; 2 Stairs; Concrete	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
n	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
"	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
3 Trailers behind Bldg. 54	NTC	Dust all exposed areas on horizontal surfaces.	Weekly

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Description of Area/Floor Type:	Shift	Routine Task	Frequency
3 Trailers behind Bldg. 54	NTC	Vacuum walk-off mats.	Weekly
H	NTC	Vacuum all carpeted traffic lane areas.	Weekly
"	NTC	Fully vacuum all carpets from wall to wall	Once Every Other Week
Throughout Building	NTC	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
n	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
n	NTC	Clean trash cans inside and out.	Yearly
"	NTC	Clean and polish all drinking fountains.	Daily
**	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
•	2	Shampoo all carpets, carpeting and walk-off mats. Task shall include the movement of conventional furniture and packed room contents. Scheduling shall be coordinated in advance with COTR.	Once over a two year period.
,	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
n	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

Description of			
Area/Floor Type:	Shift	Routine Task	Frequency
Offices; Hall; Control Room; 3 Restrooms; Resilient	NTC	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
	.,,,,	dominate document	Jany
11	NTC	Monitor sanitary napkin supplies and replenish, as needed.	Daily
м	NTC	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
N	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
м	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
•	NTC	Vacuum walk-off mats.	Weekly
	1110	vaccum waik-on macs.	VVCCKIY
"	NTC	Completely clean and damp mop hard floor elevator.	Weekly
"	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
м	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
All Other Concrete; includes 4 Stairs	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
,,	NTC	Damp mop all stains and spills (i.e., coffee and drink	Weekly

Description of Area/Floor Type:	Shift	Routine Task	Frequency
All Other Concrete; includes 4 Stairs	NTC	Police stairs and pick-up litter.	Weekly
		The second secon	
_			
	NTC	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
Throughout Building	NTC	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
и	NTC	Clean trash cans inside and out.	Yearly
	NTC	Clean and polish all drinking fountains.	Daily
		Wash interior and exterior of windows. Scheduling shall	
n	NTC	be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
,	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
	_	Clean ceiling HVAC vents in rooms with 8 1/2' drop	
и	2	ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
		and the state of t	lb arrage.
Outside Building			
Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

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Description of Area/Floor Type:	Shift	Routine Task	Frequency

All A D. 111		Dust mop all hard surface floors with treated or	
All Areas Resilient	NTC	electrostatic dust mop.	Daily
*	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
		Damp mop all stains and spills (i.e., coffee and drink	
H	NTC	spills).	Weekly
*	NTC	Vacuum walk-off mats.	Weekly
N	NTC	Police stairs and pick-up litter.	Weekly
	NTC	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
	1410		vveeniy
		Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish,	
	2	allow to dry.	Yearly
		Using a high speed floor machine, spray buff all hard	
*	2	surface area. Empty all trash receptacles. Replace liners which	Yearly
		contain food, beverages or products which give off an	
Throughout Building	NTC	odor, but not less than weekly. Remove all collected trash to designated area.	Daily
N	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
u u	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
	NITO	Close track cone incide and	Vesski
	NTC	Clean trash cans inside and out.	Yearly
**	NTC	Clean and polish all drinking fountains.	Daily

Description of	Shift		_
Area/Floor Type.	Shin	Routine Task	Frequency
Throughout Building	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
н	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
*	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

SPECIAL CONDITIONS: Key access required for entry into the Basement.

Description of			_
Area/Floor Type:	Shift	Routine Task	Frequency
1 Restroom; 1 Stairwell; Concrete	NTC	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Deile
Stall Well, Colliciete	NIC	using a germicidal cleaner.	Daily
,,	NTC	Monitor sanitary napkin supplies and replenish, as needed.	Daily
	NTC	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
tr .	NTC	Vacuum walk-off mats.	Weekly
п	NTC	Police stairs and pick-up litter.	Weekly
	1110	, once eather and prox-up must.	VVOGRIY
17	NTC	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
Throughout Building	NTC	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
•	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
	NTC	Clean trash cans inside and out.	Yearly
	NTC	Clean and polish all drinking fountains.	Daily
	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.

Description of			
Area/Floor Type:	Shift	Routine Task	Frequency
Throughout Building	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
"	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
и	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

SPECIAL CONDITIONS: Access into Rooms 12 & 113 are locked during 1st Shift, and required access by Library personnel.

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Offices; Halls; 3 Stairs; Carpeted	1	Dust all exposed areas on horizontal surfaces.	Weekly
"	1	Vacuum walk-off mats.	Weekly
"	1	Clean both sides of all glass doors and side glass.	Weekiy
"	1	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
n	1	Vacuum all carpeted traffic lane areas.	Weekly
п	1	Fully vacuum all carpets from wall to wall	Once Every Other Week
5 Restrooms w/29 Fixtures; Other		Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors	
Areas; Resilient	1	using a germicidal cleaner.	Daily
		Monitor sanitary napkin supplies and replenish, as	
<u>"</u>	1	needed. Collect monies from sanitary napkin dispensers, count,	Daily
	1	record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
			accust conf
"	11	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
n	1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
u	1	Completely clean and damp mop hard floor elevator.	Weekly

Description of Area/Floor Type:	Shifi	Routine Task	Frequency
5 Restrooms w/29			
Fixtures; Other			
Areas; Resilient	1	Police stairs and pick-up litter.	Weekly
п	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
и	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Offices; Halls; 3 Stairs; Carpeted	1	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
Basement; Other	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
			,
***	1	Dust all exposed areas on horizontal surfaces.	Weekly
"	1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
Throughout Building	1	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
	·		
н	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
n	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
n	NTC	Clean trash cans inside and out.	Yearly
н	NTC	Clean and polish all drinking fountains.	Daily
и	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Throughout Building	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
,,	2	Shampoo all carpets, carpeting and walk-off mats. Task shall include the movement of conventional furniture and packed room contents. Scheduling shall be coordinated in advance with COTR.	Once over a two year period.
**	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
•	NTC	Vacuum/clean recessed floor mat and damp wipe recessed area.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
19	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

SPECIAL CONDITIONS: PIN code access required.

Description of			
Area/Floor Type:	Shift	Routine Task	Frequency
1 Restroom w/2 fixtures; Concrete	NTC	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	
intuics, concrete	NIC	dising a germicidal cleaner.	Daily
u.	NTC	Monitor sanitary napkin supplies and replenish, as needed.	Daily
•	NTC	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
All remaining areas concrete	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
·	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
Throughout Building	NTC	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
,	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
	NTC	Clean trash cans inside and out.	Yearly
	NTC	Clean and polish all drinking fountains.	Daily
n .	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
,	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Throughout Building	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
п	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

Beautist			
Description of Area/Floor Type:	Shift	Routine Task	Frequency
Office; 2 Control	***********	Refill dispensers, empty trash & sanitary napkin holders,	
Rooms; 4		clean & sanitize fixtures, wipe counters & chrome, clean	
Restrooms;		mirrors, spot wipe partitions, sweep & damp mop floors	
Resilient	NTC	using a germicidal cleaner.	Daily
		 Monitor sanitary napkin supplies and replenish, as	
,,	NTC	Ineeded.	Daily
		Collect monies from sanitary napkin dispensers, count,	
		record, and paper roll (40 quarters, 50 dimes, 40 nickels	
_		per roll); no Canadian coins. Furnish rolls, give money	
	NTC	to FMD & a record to COTR.	Quarterly
Office; 2 Control Rms.; 4 Restrms.;			
Rms.; 4 Resums.; Resilient (see		Dust mop all hard surface floors with treated or	
exceptions below)	NTC	electrostatic dust mop.	Daily
Office; 2 Control			
Rooms; 4			
Restrooms;		<u></u>	
Resilient	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
ļ.		Damp mop all stains and spills (i.e., coffee and drink	
•	NTC	spills).	Weekly
,	NTO	Vo	147
···	NTC	Vacuum walk-off mats.	Weekly
"	NTC	Completely clean and damp mop hard floor elevator.	Weekly
Electrical		Dust man all hard ourfoce floors with tracted as	
Electrical Mezzanine	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Weekly
	.,,,		, , , oonly
H	NTC	Damp mop hard surface floor.	Weekly
MODP Electrical		Dust mop all hard surface floors with treated or	
Control Room	NTC	electrostatic dust mop.	Weekly
		'	
	N=0		.
	NTC	Damp mop hard surface floor.	Monthly
Office; 2 Control Rooms; 4		i	
Restrooms; MODP		Hard surface resilient, ceramic, terrazzo and vinyl tile	
Electrical Room;		floor - Strip, machine scrub, apply two coats of polish,	
Resilient	2	allow to dry.	Yearly

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Office; 2 Control Rooms; 4 Restrooms; MODP Electrical Room; Resilient	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Lunchroom	NTC	Damp mop hard surface floor.	Twice per week
п	NTC	Damp wipe down 2 tables, 6 chairs, 1 counter, refrigerator and stove top.	Twice per week
n	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Twice Per Year
	2	Using a high speed floor machine, spray buff all hard surface area.	Twice Per Year
1st Floor Concrete	NTC	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
	NTC	Monitor sanitary napkin supplies and replenish, as needed.	Daily
n	NTC	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
n	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
п	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	NITO	Delice etains and siek up litter	
	NTC	Police stairs and pick-up litter.	Weekly
. "	NTC	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
6 Communication Booths	NTC	Fully vacuum all carpets from wall to wall	Monthly

Description of			
Area/Floor Type:	Shift	Routine Task	Frequency
Conference Booth &			
Main Ops. Office	NTC	Damp mop hard surface floor.	Weekly
		Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish,	
"	2	allow to dry.	Quarterly
		Using a high speed floor machine, spray buff all hard	
n	2	surface area.	Quarterly
Basement main		Dust mop all hard surface floors with treated or	
traffic areas	NTC	electrostatic dust mop.	Weekly
Throughout Building		Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an	
(except in basement		odor, but not less than weekly. Remove all collected	
as indicated below)	NTC	trash to designated area.	Daily
_		Collect and remove all empty boxes found in halls and	
	NTC	marked as "trash".	As needed
		Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an	
Bassant	NTO	odor, but not less than weekly. Remove all collected	WLt.
Basement	NTC	trash to designated area.	Weekly
	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	Weekly
	NIC	marked as trasm.	vveekiy
Throughout Building	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
oughout building	1410	dada, dobito, bugo dito oob Mobo.	rouny
*	NTC	Clean trash cans inside and out.	Yearly
	NTC	Clean and polish all drinking fountains.	Daily
		Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR.	Once over a two year
•	NTC	COTR will notify Building Managers and Security.	period.
		Wash restroom perimeter and interior walls. (Not to be	Once over a two year
"	NTC	confused with partitions which are cleaned daily).	period.

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Throughout Building	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
N	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

Description of			
Area/Floor Type:	Shift	Routine Task	Frequency
Offices; Halls; 2		Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean	
Restrooms w/9		mirrors, spot wipe partitions, sweep & damp mop floors	<u>_</u>
Fixtures; Resilient	NTC	using a germicidal cleaner.	Daily
	NTC	Monitor sanitary napkin supplies and replenish, as needed.	Daile
	NIC		Daily
,	NTC	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
я	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
9	NTC	Dust all exposed areas on horizontal surfaces.	Wookh
	1410	Dust all exposed areas on nonzonial surfaces.	Weekly
**	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
*	NTC	Vacuum walk-off mats.	Weekly
	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
N	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Offices; Shop; 4 Stairwells; Metal; Concrete (except as		Dust mop all hard surface floors with treated or	
noted below)	NTC	electrostatic dust mop.	Daily
Large hard surface areas	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Weekly
Offices; Shop Area; 4 Stairwells; Metal; Concrete		·	
Concrete	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
11	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly

Description of			
Area/Floor Type:	Shift	Routine Task	Frequency
Offices; Shop Area;			
4 Stairwells; Metal;			
Concrete	NTC	Police stairs and pick-up litter.	Weekly
	_		
н	NTC	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
Metal Flooring			
(except as noted		Dust mop all hard surface floors with treated or	
below)	NTC	electrostatic dust mop.	Daily
Large hard surface areas	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Weekly
aicas	1410	Grecuostatic dust mop.	Veckiy
Metal Flooring	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	 Weekly
		Empty all trash receptacles. Replace liners which	,
		contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected	
Throughout Building	NTC	trash to designated area.	Daily
		Collect and remove all empty boxes found in halls and	
*	NTC	marked as "trash".	As needed
		Dust all exposed areas on walls and ceilings to remove	
π	NTC	dust, debris, bugs and cob webs.	Yearly
*		<u></u>	
**	NTC	Clean trash cans inside and out.	Yearly
	NTC	Clean and polish all drinking fountains.	Daily
	1410	ordan and polish all dilliking fountains.	Daily
		Wash interior and exterior of windows. Scheduling shall	
*	NTC	be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
<u> </u>			
		Wash restroom perimeter and interior walls. (Not to be	Once over a two year
e .	NTC	confused with partitions which are cleaned daily).	period.
		Clean ceiling HVAC vents in rooms with 8 1/2' drop	
		ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around	Once over a two year
н	2	diffuser, 3) clean up any debris dropped from vents.	period.

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
*	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Offices; Carpeted	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
n n	150		
	NTC	Vacuum walk-off mats.	Weekly
	NTC	Vacuum all carpeted traffic lane areas.	Weekly
"	NTC	Fully vacuum all carpets from wall to wall	Once Every Other Week
Shop Area; 2 Stairwells; Concrete	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
н	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
#	NTC	Police stairs and pick-up litter.	Weekiy
. 11	NTC	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
Shop Area;		Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean	VVCCNY
Hallway; Restroom; Resilient	NTC	mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
n	NTC	Monitor sanitary napkin supplies and replenish, as needed.	Daily
		Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money	1
"	NTC	to FMD & a record to COTR.	Quarterly
**	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
*	NTC	Direct all approach access on head activities of	
	LINIC	Dust all exposed areas on horizontal surfaces.	Weekly

Description of			
Area/Floor Type:	Shift	Routine Task	Frequency
Shop Area; Hallway; Restroom; Resilient	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
п	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Throughout Building	NTC	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
"	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
и	NTC	Clean trash cans inside and out.	Yearly
n	NTC	Clean and polish all drinking fountains.	Daily
"	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
	2	Shampoo all carpets, carpeting and walk-off mats. Task shall include the movement of conventional furniture and packed room contents. Scheduling shall be coordinated in advance with COTR.	Once over a two year period.
,,	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
,	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

Description of		<u> </u>	_
Area/Floor Type	Shift	Routine Task	Frequency
All Areas Concrete w/6 Stairwells &		Dust mop all hard surface floors with treated or	
Restroom	NTC	electrostatic dust mop.	Weekly
	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
	: 1110	Spino).	VVOCKIY
	NTC	Police stairs and pick-up litter.	Weekly
**	NTC	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
	· ·		
, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	NTC	Vacuum walk-off mats.	Manleh
	NIC	Refill dispensers, empty trash & sanitary napkin holders,	Weekly
		clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors	
"	NTC	using a germicidal cleaner.	Daily
. :	٠		
н	NTC	Monitor sanitary napkin supplies and replenish, as needed.	Daily
		Collect monies from sanitary napkin dispensers, count,	,
		record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money	
"	NTC	to FMD & a record to COTR. Empty all trash receptacles. Replace liners which	Quarterly
		contain food, beverages or products which give off an	
Throughout Building	NTC	odor, but not less than weekly. Remove all collected trash to designated area.	Daily
8	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
	NIC	illianeu de udell .	No lieeded
		Dust all exposed areas on walls and ceilings to remove	
**	NTC	dust, debris, bugs and cob webs.	Yearly
н	NTC	Clean trash cans inside and out.	Yearly
	NITO	Olean and neliab all delation for the	Delle
	NTC	Clean and polish all drinking fountains.	Daily

Description of Area/Floor Type:	Sh if i	Routine Task	Frequency
Throughout Building		Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
n	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
,,	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
н	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

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Description of			
Area/Floor Type:	Shift	Routine Task	Frequency
	0. 511		
Offices; Corridors;	See Bldg. Audit,		
Carpeted	Table 1	Dust all exposed areas on horizontal surfaces.	Weekly
	See Bldg.		
**	Audit, Table 1	Vacuum walk-off mats.	NAZ - Lab.
	Table I	vacuum waik-on mats.	Weekly
	See Bldg.		
	Audit,		
**	Table 1	Vacuum all carpeted traffic lane areas.	Weekly
	See Bldg.		
	Audit,		
Ħ	Table 1	Fully vacuum all carpets from wall to wall	Once Every Other Week
		All routine cleaning tasks, as specified above, which	See frequency for each task
Rooms 112 & 124	1	apply to Rooms 112 & 124.	as listed above.
Lobbies; 3		Refill dispensers, empty trash & sanitary napkin holders,	
Stairwells; 8		clean & sanitize fixtures, wipe counters & chrome, clean	
Restrooms w/55 Fixtures	NTC	mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily.
Tixtures	NIC	using a germicidal dealier.	Daily
:			
		Monitor sanitary napkin supplies and replenish, as	
	NTC	needed.	Daily
		Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels	
		per roll); no Canadian coins. Furnish rolls, give money	
н	NTC	to FMD & a record to COTR.	Quarterly
Lobbies; 3 Stair-			
wells;8 Restrooms w /55 Fixtures (see		Duet man all hand guife as fle date days de	
exceptions)	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Weekly
,			, , , o o in j
	See Bldg.		
Large Hard Surface	Audit,	Dust mop all hard surface floors with treated or	
Areas	Table 1	electrostatic dust mop.	Weekly
Lobbies; 3 Stairwells; 8			
Restrooms w/55		Damp mop all stains and spills (i.e., coffee and drink	
Fixtures	NTC	spills).	Weekly
н	NTC	Police stairs and pick-up litter.	Weekly
	NTC	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
<u></u>			

Description of			
Area/Floor Type:	Shift	Routine Task	Frequency
Lobbies; 3			
Stairwells; 8			
Restrooms w/55			
Fixtures	NTC	Clean both sides of all glass doors and side glass.	Weekly
		Hard surface resilient, ceramic, terrazzo and vinyl tile	
		floor - Strip, machine scrub, apply two coats of polish,	
н	2	allow to dry.	Yearly
#	2	Using a high speed floor machine, spray buff all hard surface area.	Voorly
			Yearly
Offices; Halls; 1	See Bldg.	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean	
Restroom w/5	Audit,	mirrors, spot wipe partitions, sweep & damp mop floors	
Fixtures; Resilient	Table 1	using a germicidal cleaner.	Daily
		Manitor capitary nankin augustics and replacish as	
-	NTC	Monitor sanitary napkin supplies and replenish, as needed.	Daily
		Collect monies from sanitary napkin dispensers, count,	Duny
		record, and paper roll (40 quarters, 50 dimes, 40 nickels	
		per roll); no Canadian coins. Furnish rolls, give money	
"	NTC	to FMD & a record to COTR.	Quarterly
Offices; Halls; 1 Restroom w/5	Coo Dida		
Fixtures; Resilient	See Bldg. Audit,	Dust mop all hard surface floors with treated or	
(see exception)	Table 1	electrostatic dust mop.	Daily
	See Bldg.		
Large Hard Surface		Dust mop all hard surface floors with treated or	
Areas	Table 1	electrostatic dust mop.	Weekly
Offices; Halls; 1	See Bldg.		
Restroom w/5	Audit,		
Fixtures; Resilient	Table 1	Dust all exposed areas on horizontal surfaces.	Weekly
	See Bldg.	Down was all states and salls of the salls o	
,,	Audit, Table 1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
	i abic i	ppino).	VVCCNIY
_			
**	NTC	Completely clean and damp mop hard floor elevator.	Weekly
		Llord confess resilient conserie terrors and the time	
		Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish,	
"	2	allow to dry.	Yearly
	_	Using a high speed floor machine, spray buff all hard	
	2	surface area.	Yearly

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Bsmnt.; 2 Stair-		Addute (ask	riaqueiro
wells; Concrete	See Bldg.		
/Metal Flooring (see	Audit,	Dust mop all hard surface floors with treated or	
exception)	Table 1	electrostatic dust mop.	Daily
Basement; 2	Con Dida		
Stairwells; Concrete/Metal	See Bldg. Audit,	Damp mop all stains and spills (i.e., coffee and drink	
Flooring	Table 1	spills).	Weekly
	NTC	Delice stains and piets up litter	NAZ Leb .
Basement; 2	NIC	Police stairs and pick-up litter.	Weekly
Stairwells:			
Concrete/Metal			
Flooring	NTC	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
	0 5::		
Large Hard Surface	See Bldg. Audit.	Dust mop all hard surface floors with treated or	
Areas	Table 1	electrostatic dust mop.	Weekly
		•	
	See Bldg.		
Raised Computer	Audit,	Dust mop all hard surface floors with treated or	L
Tile	Table 1	electrostatic dust mop.	Daily
	See Bldg.		
	Audit,		
	Table 1	Dust all exposed areas on horizontal surfaces.	Weekly
	See Bldg. Audit,	Down man all stains and saille (i.e. soffee and drink	
	Table 1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
		Hard surface resilient, ceramic, terrazzo and vinyl tile	
	_	floor - Strip, machine scrub, apply two coats of polish,	
-	2	allow to dry.	Yearly
		Using a high speed floor machine, spray buff all hard	
**	2	surface area.	Yearly
		Empty all trash receptacles. Replace liners which	
	See Bldg.	contain food, beverages or products which give off an	
Throughout Building	Audit, Table 1	odor, but not less than weekly. Remove all collected trash to designated area.	Daily
oug.loat banding	1	naon to dodigitated area.	Juny
_	l	Collect and remove all empty boxes found in halls and	
**	NTC	marked as "trash".	As needed
	See Bldg.		
	Audit,	Dust all exposed areas on walls and ceilings to remove	
w w	Table 1	dust, debris, bugs and cob webs.	Yearly

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Throughout Building	See Bldg. Audit, Table 1	Clean trash cans inside and out.	Yearly
Я	NTC	Clean and polish all drinking fountains.	Daily
	See Bldg. Audit, Table 1	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
и	2	Shampoo all carpets, carpeting and walk-off mats. Task shall include the movement of conventional furniture and packed room contents. Scheduling shall be coordinated in advance with COTR.	
n	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
**	NTC	Vacuum/clean recessed floor mat and damp wipe recessed area.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

SPECIAL CONDITIONS: After hour cleaning will require keyed access.

Description of			
Area/Floor Type:	Shift	Routine Task	Frequency
Platform; Resilient	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
			,
n n	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
,	NTC	Vacuum walk-off mats.	Weekly
		Damp mop all stains and spills (i.e., coffee and drink	
	NTC	spills).	Weekly
		Hard surface resilient, ceramic, terrazzo and vinyl tile	
,	2	floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
- 4			
		Using a high speed floor machine, spray buff all hard	
	2	surface area.	Yearly
Open Areas;			
Concrete; includes 1 Metal Stair	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
	-	Damp mop all stains and spills (i.e., coffee and drink	
*	NTC	spills).	Weekly
	NTC	Police stairs and pick-up litter.	Weekly
*	NITA	Duat man atein diret willings ladges and such i	\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\
	NTC	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
Metal Flooring;		Dust mop all hard surface floors with treated or	
includes 1 Stairwell	NTC	electrostatic dust mop.	Daily
"	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Daily
		-F).	<u></u>

Magnetotion as			
Description of Area/Floor Type:	Shift	Routine Task	Frequency
Metal Flooring; includes 1 Stairwell	NTC	Police stairs and pick-up litter.	Weekly
o.ddoo i olaiiwoii	1110	Tollog daile and plottup litter.	Weekly
"	NTC	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
		Empty all trash receptacles. Replace liners which	Veckly
		contain food, beverages or products which give off an	
Throughout Building	NTC	odor, but not less than weekly. Remove all collected trash to designated area.	Deile
Throughout building	NIC	li asii to designated area.	Daily
*	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	A
	NIC	marked as trash.	As needed
n	NTO	Dust all exposed areas on walls and ceilings to remove	
	NTC	dust, debris, bugs and cob webs.	Yearly
**	NTC	Clean trash cans inside and out.	Yearly
#	NTC	Clean and polish all drinking fountains.	Daily
		Wash interior and exterior of windows. Scheduling shall	
		be coordinated one week in advance with the COTR.	Once over a two year
H	NTC	COTR will notify Building Managers and Security.	period.
		Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance).	
		Includes 1) damp wiping diffuser, 2) 8 panels around	Once over a two year
H	2	diffuser, 3) clean up any debris dropped from vents.	period.
Outside Building			
Entrances	NTC	Clean ash trays outside building entrances.	As needed
			_
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
		Monitor recycling containers until full. Glass, plastic,	
		aluminum cans and newspaper are segregated and	
		bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled	
		containers. Newspaper shall be placed by paper	
Recycled Glass,		recyclable containers inside buildings. Cans shall be	
Plastic, Cans and Newspaper	NTC	transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Recycled Paper Containers		Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
"	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

Description of Area/Floor Type:	Shift	Routine Task	Frequency
		Refill dispensers, empty trash & sanitary napkin holders,	
1 Restroom w/4		clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors	
Fixtures; Concrete	1	using a germicidal cleaner.	Daily
n	1	Monitor sanitary napkin supplies and replenish, as needed.	Daily
		Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels	
		per roll); no Canadian coins. Furnish rolls, give money	
	1	to FMD & a record to COTR.	Quarterly
		Donat are all bound or of the first of the	
,	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
		Damp mop all stains and spills (i.e., coffee and drink	
	1	spills).	Weekly
		Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an	
Throughout Building	1	odor, but not less than weekly. Remove all collected trash to designated area.	Daily
Throaghout Building	<u>'</u>	liash to designated area.	Daily
		Collect and remove all empty boxes found in halls and	
er .	NTC	marked as "trash".	As needed
]	Dust all exposed areas on walls and ceilings to remove	
7	NTC	dust, debris, bugs and cob webs.	Yearly
	NTC	Clean trash cans inside and out.	Yearly
		Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR.	Once over a two year
•	NTC	COTR will notify Building Managers and Security.	period.
	,,=,	Wash restroom perimeter and interior walls. (Not to be	Once over a two year
-	NTC	confused with partitions which are cleaned daily). Clean ceiling HVAC vents in rooms with 8 1/2' drop	period.
		ceilings (other ceilings only as specified in advance).	
	2	Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building			
Entrances	NTC	Clean ash trays outside building entrances.	As needed

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Fraquency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when	As needed
•	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

Description of			
Area/Floor Type:	Shift	Routine Task	Frequency
All Areas; Concrete	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
741741040, 001101040	•	crossesses dust mop.	Dany
		Damp mop all stains and spills (i.e., coffee and drink	
Ħ	1	spills).	Weekly
		Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an	
	_	odor, but not less than weekly. Remove all collected	
Throughout Building	1	trash to designated area.	Daily
н н	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
		Dust all exposed areas on walls and ceilings to remove	
**	NTC	dust, debris, bugs and cob webs.	Yearly
			;
,	NTC	Clean trash cans inside and out.	Yearly
	1410	olean trasii cans inside and out.	really
		Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR.	Once over a two year
	NTC	COTR will notify Building Managers and Security.	period.
		Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance).	
,,		Includes 1) damp wiping diffuser, 2) 8 panels around	Once over a two year
"	2	diffuser, 3) clean up any debris dropped from vents.	period.
Outside Delin			
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
		Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and	
		bagged separately. Glass and plastic shall be	
		transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper	
Recycled Glass, Plastic, Cans and		recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster.	
Newspaper	NTC	Notify COTR when can dumpster is full.	Daily/As Needed
		Monitor recycled paper containers to identify when they	
Recycled Paper	,,_,	are full and then notify COTR with building number and	
Containers	NTC	location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

SPECIAL CONDITIONS: Access to this building shall be given by resident customer. Cleaning shall be done between 4:30 p.m. and 6:00 a.m. only.

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Flexwall	See Bldg. Audit, Table 1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	See Bldg. Audit, Table 1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
Main Floor; includes 9 Metal Stairwells	See Bldg. Audit, Table 1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
	See Bldg. Audit, Table 1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
11	See Bldg. Audit, Table 1	Vacuum walk-off mats.	Weekly
"	See Bldg. Audit, Table 1	Completely clean and damp mop hard floor elevator.	Weekly
N N	See Bldg. Audit, Table 1	Police stairs and pick-up litter.	Weekly
	See Bldg. Audit, Table 1	Dust mop stairs, dust railings, ledges and spot clean.	Monthly
Basement	See Bldg. Audit, Table 1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
	See Bldg. Audit, Table 1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
Throughout Building	See Bldg. Audit, Table 1	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed

Description of			
Area/Floor Type:	Shift	Routine Task	Frequency
Throughout Building	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
THI GUI DUILUING			
	NTC	Clean trash cans inside and out.	Yearly
	NIC	Clean trasii cans inside and out.	leany
_			
H	NTC	Clean and polish all drinking fountains.	Daily
		Wash interior and exterior of windows. Scheduling shall	
		be coordinated one week in advance with the COTR.	Once over a two year
n	NTC	COTR will notify Building Managers and Security.	period.
· ·		Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance).	
	1	Includes 1) damp wiping diffuser, 2) 8 panels around	Once over a two year
*	2	diffuser, 3) clean up any debris dropped from vents.	period.
Outside Building			
Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
		Monitor recycling containers until full. Glass, plastic,	
		aluminum cans and newspaper are segregated and	
		bagged separately. Glass and plastic shall be	
		transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper	
Recycled Glass,		recyclable containers inside buildings. Cans shall be	
Plastic, Cans and		transported to Building 16 and placed in can dumpster.	
Newspaper	NTC	Notify COTR when can dumpster is full.	Daily/As Needed
		Monitor recycled paper containers to identify when they	
Recycled Paper		are full and then notify COTR with building number and	}
Containers	NTC	location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
"	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

SPECIAL CONDITIONS: Access to this building shall be given by resident customer. Cleaning shall be done between 4:30 p.m. and 6:00 a.m. only. Access may be available through Bldg. 113 which is attached.

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Offices; Halls; 3 Stairwells; Carpeted	See Bldg. Audit, Table 1	Dust all exposed areas on horizontal surfaces.	Weekly
17	See Bldg. Audit, Table 1	Vacuum walk-off mats.	Weekly
	See Bldg. Audit, Table 1	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
11	See Bldg. Audit, Table 1	Monitor sanitary napkin supplies and replenish, as needed.	Daily
	See Bldg. Audit, Table 1	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Weekly
#	See Bldg. Audit, Table 1	Vacuum all carpeted traffic lane areas.	Weekly
41	See Bldg. Audit, Table 1	Fully vacuum all carpets from wall to wall	Once Every Other Week
Halls; Offices; 2 Elevators; 1 Restroom; Resilient	See Bldg. Audit, Table 1	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
	See Bldg. Audit, Table 1	Monitor sanitary napkin supplies and replenish, as needed.	Daily
	See Bldg. Audit, Table 1	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
11	See Bldg. Audit, Table 1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
п	See Bldg. Audit, Table 1	Dust all exposed areas on horizontal surfaces.	Weekly

Description of Area/Floor Type:	Shift	Routine Task	Frequency
		INJURINE 1869	
Halls; Offices; 2 Elevators; 1	See Bldg. Audit,	Damp mop all stains and spills (i.e., coffee and drink	
Restroom; Resilient	Table 1	spills).	Weekly
	See Bldg.		
н	Audit, Table 1	Completely clean and damp mop hard floor elevator.	Weekly
	See Bldg.		
	Audit, Table 1	Police stairs and pick-up litter.	Weekly
		Tollow orange and profe up lineor.	Woonly
	See Bldg. Audit,		
*	Table 1	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
		Hard surface resilient, ceramic, terrazzo and vinyl tile	
"	2	floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
,	2	Using a high speed floor machine, spray buff all hard	Vandu
a - a		surface area.	Yearly
Control Room		All routine cleaning tasks, as specified above, which apply to Control Room 131/Test Section. Includes	See frequency for each task
131/Test Section	1	Mezzanine 1 & 2.	as listed above.
1 Stairwell; 8	See Bldg.	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean	
Restrooms w/42 Fixtures; Ceramic	Audit, Table 1	mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
	See Bldg.		
	Audit,	Monitor sanitary napkin supplies and replenish, as	
	Table 1	needed. Collect monies from sanitary napkin dispensers, count,	Daily
	See Bldg. Audit,	record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money	
91	Table 1	to FMD & a record to COTR.	Quarterly
		Hard surface resilient, ceramic, terrazzo and vinyl tile	
,	2	floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
_	_	Using a high speed floor machine, spray buff all hard	
	2	surface area.	Yearly
Shop Areas; Basement;	See Bldg. Audit,	Dust mop all hard surface floors with treated or	
Concrete	Table 1	electrostatic dust mop.	Daily

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Shop Areas; Basement; Concrete	See Bldg. Audit, Table 1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
Throughout Building	See Bldg. Audit, Table 1	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
**	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
,	NTC	Clean trash cans inside and out.	Yearly
,	NTC	Clean and polish all drinking fountains.	Daily
н	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
N	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
н	2	Shampoo all carpets, carpeting and walk-off mats. Task shall include the movement of conventional furniture and packed room contents. Scheduling shall be coordinated in advance with COTR.	Once over a two year period.
п	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
п	NTC	Vacuum/clean recessed floor mat and damp wipe recessed area.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
**	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Control Room & Mezzanine over C.R.; Resilient (see exceptions)	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
Large Hard Surface Areas; Resilient	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Weekly
Control Room & Mezzanine over C.R.; Resilient	1	Dust all exposed areas on horizontal surfaces.	Weekly
*	1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
N	1	Vacuum walk-off mats.	Weekly
**	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
ti .	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
1 Restroom w/3 Fixtures; Concrete (see exceptions)	1	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
п	1	Monitor sanitary napkin supplies and replenish, as needed.	Daily
n	1	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
All Other Areas Concrete w/4 Metal Stairwells (see exception)	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
Large Hard Surface Areas; Concrete	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Weekly
All Other Areas Concrete w/4 Metal Stairwells	1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly

Description of Area/Floor Type:	Shift	Routine Task	Frequency
All Other Areas Concrete w/4 Metal Stairwells	1	Police stairs and pick-up litter.	Weekly
*	1	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
		Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected	
Throughout Building	1	trash to designated area.	Daily
	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
"	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
"	NTC	Clean trash cans inside and out.	Yearly
п	NTC	Clean and polish all drinking fountains.	Daily
**	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
п	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
п	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
**	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

Description of		_	
Area/Floor Type:	Shift	Routine Task	Frequency
1 Restroom w/6		Refill dispensers, empty trash & sanitary napkin holders,	
Fixtures & Control		clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors	
Room; Resilient	2	using a germicidal cleaner.	Daily
	2	Monitor sanitary napkin supplies and replenish, as needed.	Delte
		Collect monies from sanitary napkin dispensers, count,	Daily
		record, and paper roll (40 quarters, 50 dimes, 40 nickels	
		per roll); no Canadian coins. Furnish rolls, give money	
"	2	to FMD & a record to COTR.	Quarterly
		Dust mop all hard surface floors with treated or	
н	2	electrostatic dust mop.	Daily
*	2	Dust all exposed areas on horizontal surfaces.	Weekly
			TVOONIY
		Damp mop all stains and spills (i.e., coffee and drink	
	2	spills).	Weekly
	2	Vacuum walk-off mats.	Weekly
		Hard surface resilient coronic terrors and singletic	
		Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish,	
•	2	allow to dry.	Yearly
		Using a high speed floor machine, co huff all hand	
*	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Shop; Other Areas;			
1 Stairwell;		Dust mop all hard surface floors with treated or	D-9.
Concrete	2	electrostatic dust mop.	Daily
		Damp mop all stains and spills (i.e., coffee and drink	
"	2	spills).	Weekly
H	2	Police stairs and pick-up litter.	Weekly
н	2	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
		· · · · · · · · · · · · · · · · ·	

Description of Area/Floor Type:	Shift	Bardian Paul	P.
A sear stool stypes	GIIIII	Routine Task	Frequency
 	_		
Main Lunchroom	2	Damp mop floor.	Weekly
		Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an	
		odor, but not less than weekly. Remove all collected	
Throughout Building	2	trash to designated area.	Daily
		Collect and remove all empty boxes found in halls and	
, n	NTC	marked as "trash".	As needed
		Dust all exposed areas on walls and ceilings to remove	
•	NTC	dust, debris, bugs and cob webs.	Yearly
	NTC	Clean trash cans inside and out.	Yearly
			, rouny
и	NTC	Clean and polich all drinking fountains	Doily
	NIC	Clean and polish all drinking fountains.	Daily
		Wash interior and exterior of windows. Scheduling shall	
,	NITO	be coordinated one week in advance with the COTR.	Once over a two year
	NTC	COTR will notify Building Managers and Security.	period.
		Wash restroom perimeter and interior walls. (Not to be	Once over a two year
	NTC	confused with partitions which are cleaned daily).	period.
		Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance).	
		Includes 1) damp wiping diffuser, 2) 8 panels around	Once over a two year
**	2	diffuser, 3) clean up any debris dropped from vents.	period.
Outside Building			
Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
		Monitor recycling containers until full. Glass, plastic,	
		aluminum cans and newspaper are segregated and	
		bagged separately. Glass and plastic shall be	
		transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper	
Recycled Glass,		recyclable containers inside buildings. Cans shall be	
Plastic, Cans and	NEC	transported to Building 16 and placed in can dumpster.	5 " /A N
Newspaper	NTC	Notify COTR when can dumpster is full.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Recycled Paper Containers		Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

SPECIAL CONDITIONS: Customer access required into control room and mechanical build-up shop.

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Office; Control Room; Resilient	2	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
я	2	Dust all exposed areas on horizontal surfaces.	Weekly
n	2	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
,	۰		
*	2	Vacuum walk-off mats.	Weekly
и	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
н	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Restroom; Open Areas; Concrete	2	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
		and a germout detailer.	Dany
***	2	Monitor sanitary napkin supplies and replenish, as needed.	Daily
,	2	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
	2	Dust all exposed areas on horizontal surfaces.	Weekly
#	2	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
			· · · · · · · · · · · · · · · · · · ·
н	2	Police stairs and pick-up litter.	Weekiy

Description of			
Area/Floor Type:	Shift	Routine Task	Frequency
Restroom; Open			
Areas; Concrete	2	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
		Empty all trash receptacles. Replace liners which	· · · · · · · · · · · · · · · · · · ·
		contain food, beverages or products which give off an	
		odor, but not less than weekly. Remove all collected	
Throughout Building	2	trash to designated area.	Daily
1		Collect and remove all empty boxes found in halls and	
•	NTC	marked as "trash".	As needed
	N.T.C	Dust all exposed areas on walls and ceilings to remove	
· · · · · · · · · · · · · · · · · · ·	NTC	dust, debris, bugs and cob webs.	Yearly
D .	NTC	Clean trash cans inside and out.	Yearly
	NTC	Clean and polish all drinking fountains.	Doily
	NIC	Clean and poish all drinking lountains.	Daily
		Wash interior and exterior of windows. Scheduling shall	
		be coordinated one week in advance with the COTR.	Once over a two year
*	NTC	COTR will notify Building Managers and Security.	period.
		NA/gob rootinger porimeter and interior wells. (Net to be	0
	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
		Clean ceiling HVAC vents in rooms with 8 1/2' drop	
		ceilings (other ceilings only as specified in advance).	
н	_	Includes 1) damp wiping diffuser, 2) 8 panels around	Once over a two year
	2	diffuser, 3) clean up any debris dropped from vents.	period.
Outside Building			
Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty track from outside garbage cone	As pooded
Outside Buildings	INIC	Empty trash from outside garbage cans.	As needed
		Monitor recycling containers until full. Glass, plastic,	
		aluminum cans and newspaper are segregated and	
		bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled	
		containers. Newspaper shall be placed by paper	
Recycled Glass,		recyclable containers inside buildings. Cans shall be	
Plastic, Cans and	NITO	transported to Building 16 and placed in can dumpster.	Della (A. a. Na a. d. a. d.
Newspaper	NTC	Notify COTR when can dumpster is full.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
•	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

Description of			
Area/Floor Type:	Shift	Routine Task	Frequency
Open Areas; 1 Restroom; Concrete	1	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	1	Monitor sanitary napkin supplies and replenish, as needed.	Daily
	4	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money	
	1	to FMD & a record to COTR.	Quarterly
	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
	1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
	. : :	Vacuum walk-off mats.	Weekly
	1	Police stairs and pick-up litter.	Weekly
	1	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
Throughout Building	1	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
"	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
_			
N	NTC	Clean trash cans inside and out.	Yearly
,,	NTC	Clean and polish all drinking fountains.	Daily
	1,10	Citati and ponori air drinking rountains.	J

Description of Area/Floor Type:	Shift	Routine Task	Frequency
11	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
n	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Throughout Building	NTC	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Monthly
M	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Monthly

Description of			
Area/Floor Type:	Shift	Routine Task	Frequency
Control Room (Vinyl)	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
		_	
**	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
**	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
,			
	NTC	Vacuum walk-off mats.	Weekly
		Hard surface resilient, ceramic, terrazzo and vinyl tile	
n	2	floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
*		Using a high speed floor machine, spray buff all hard	
	2	surface area. Empty all trash receptacles. Replace liners which	Yearly
		contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected	
Throughout Building	NTC	trash to designated area.	Daily
	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	An pooded
	NIC	marked as dasii.	As needed
		Dust all exposed areas on walls and ceilings to remove	
n	NTC	dust, debris, bugs and cob webs.	Yearly
п	NTC	Clean trash cans inside and out.	Yearly
	.,,,,		rearry
		Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR.	Once over a two year
**	NTC	COTR will notify Building Managers and Security.	period.
		Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance).	
	2	Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
		and the state of t	por. sa.
Outside Building			
Entrances	NTC	Clean ash trays outside building entrances.	As needed

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
n	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

SPECIAL CONDITIONS: There are secure areas in both Bldg. 100 and 100 Annex. Access shall be facilitated by using the phone located in the front lobby and dialing one of the designated contacts on the list posted by the phone.

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Offices; Halls; Carpeted	See Bldg. Audit, Table 1	Dust all exposed areas on horizontal surfaces.	Weekly
79	See Bldg. Audit, Table 1	Vacuum walk-off mats.	Weekly
	See Bldg. Audit, Table 1	Vacuum all carpeted traffic lane areas.	Weekly
*	See Bldg. Audit, Table 1	Fully vacuum all carpets from wall to wall	Once Every Other Week
Offices; Halls; 2 Restrooms; Resillent	See Bldg. Audit, Table 1	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
н	See Bldg. Audit, Table 1	Monitor sanitary napkin supplies and replenish, as needed.	Daily
Ħ	See Bldg. Audit, Table 1	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
,	See Bldg. Audit, Table 1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
	See Bldg. Audit, Table 1	Dust all exposed areas on horizontal surfaces.	Weekly
,,	See Bldg. Audit, Table 1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
r .	See Bldg. Audit, Table 1	Clean both sides of all glass doors and side glass.	Weekly
All Other Areas Concrete	See Bldg. Audit, Table 1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily

Description of			
Area/Floor Type:	Shift	Routine Task	Frequency
	See Bldg.		
All Other Areas Concrete	Audit, Table 1	Dust all exposed areas on horizontal surfaces.	Weekly
		•	
	See Bldg. Audit,	Damp mop all stains and spills (i.e., coffee and drink	
	Table 1	spills).	Weekly
	See Bldg.		
	Audit, Table 1	Police stairs and pick-up litter.	Weekly
			, Trockly
	See Bldg. Audit,		
*	Table 1	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
	See Bldg.	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an	
Throughout Building	Audit, Table 1	odor, but not less than weekly. Remove all collected trash to designated area.	Daily
Thiodghod: Daliding	Table 1	adan to designated area.	Daily
		Collect and remove all empty boxes found in halls and	
	NTC	marked as "trash".	As needed
u.·			
,	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Vacator
	1410	dust, debris, bugs and cob webs.	Yearly
	NTC	Clean trash cans inside and out.	Yearly
	NTC	Clean and polich all drinking fountsing	Daile
	NIC	Clean and polish all drinking fountains.	Daily
		Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR.	Once over a two year
	NTC	COTR will notify Building Managers and Security.	period.
	NITO	Wash restroom perimeter and interior walls. (Not to be	Once over a two year
	NTC	confused with partitions which are cleaned daily).	period.
Outside Building			
Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed

Description of Area/Room Numbers/Floor Type	Shift	Routine Task	Frequency
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed
Offices; Halls; 2 Restrooms; Resilient	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
и	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Throughout Building	2	Shampoo all carpets, carpeting and walk-off mats. Task shall include the movement of conventional furniture and packed room contents. Scheduling shall be coordinated in advance with COTR.	
"	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
•	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Office Areas; Carpeted	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
	NTC	Vacuum all carpeted traffic lane areas.	Weekly
**	NTC	Fully vacuum all carpets from wall to wall	Once Every Other Week
All Other Areas includes 2 Restrooms w/5 Fixtures	NTC	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
	NTC	Monitor sanitary napkin supplies and replenish, as needed.	Daily
•	NTC	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
**	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
п	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
•	NTC	Clean both sides of all glass doors and side glass.	Weekly
u	NTC	Vacuum walk-off mats.	Weekly
п	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
п	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly

Description of			_
Area/Floor Type:	Shift	Routine Task	Frequency
		Empty all trash receptacles. Replace liners which	
		contain food, beverages or products which give off an	
Throughout Building	NTC	odor, but not less than weekly. Remove all collected trash to designated area.	Daily
rmoughout building	1110	adon to doorginated area.	Duny
		Collect and remove all empty boxes found in halls and	
	NTC	marked as "trash".	As needed
	NTC	Dust all exposed areas on walls and ceilings to remove	Vacult.
	NIC	dust, debris, bugs and cob webs.	Yearly
	NTC	Clean trash cans inside and out.	Yearly
	NTC	Class and nation all deinting formation	Daile
	NIC	Clean and polish all drinking fountains.	Daily
		Wash interior and exterior of windows. Scheduling shall	
		be coordinated one week in advance with the COTR.	Once over a two year
•	NTC	COTR will notify Building Managers and Security.	period.
,			
	NTC	Wash restroom perimeter and interior walls. (Not to be	Once over a two year
	NIC	confused with partitions which are cleaned daily).	period.
		Shampoo all carpets, carpeting and walk-off mats. Task shall include the movement of conventional furniture and	•
		packed room contents. Scheduling shall be coordinated	Once over a two year
*	2	in advance with COTR.	period.
		Clean ceiling HVAC vents in rooms with 8 1/2' drop	
		ceilings (other ceilings only as specified in advance).	
	2	Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year
		umuser, s) clean up any debris dropped from vents.	period.
Outside Building			
Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTO	Empty trach from outside serbase core	As pooded
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
		Monitor recycling containers until full. Glass, plastic,	
		aluminum cans and newspaper are segregated and	
		bagged separately. Glass and plastic shall be	
		transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper	
Recycled Glass,		recyclable containers inside buildings. Cans shall be	
Plastic, Cans and		transported to Building 16 and placed in can dumpster.	
Newspaper	NTC	Notify COTR when can dumpster is full.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
n	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

Description of			
Area/Floor Type:	Shift	Routine Task	Frequency
2 Restrooms w/8 Fixtures; Offices	See Bldg. Audit, Table 1	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
	See Bldg. Audit, Table 1	Monitor sanitary napkin supplies and replenish, as needed.	Daily
	See Bldg. Audit, Table 1	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
**	See Bldg. Audit, Table 1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
•	See Bldg. Audit, Table 1	Dust all exposed areas on horizontal surfaces.	Weekly
**	See Bldg. Audit, Table 1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
:	See Bldg. Audit, Table 1	Vacuum walk-off mats.	Weekly
я	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Cells; Shop Areas; Concrete	See Bldg. Audit, Table 1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
	See Bldg. Audit, Table 1	Dust all exposed areas on horizontal surfaces.	Weekly
	See Bldg. Audit, Table 1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
и	See Bldg. Audit, Table 1	Police stairs and pick-up litter.	Weekly

Description of			
Area/Floor Type:	Shift	Routine Task	Frequency
Colley Cham Areas	See Bldg.		
Cells; Shop Areas; Concrete	Audit, Table 1	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
Control Room 1	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Upon request but not more than weekly
	· · · · · ·	State Class Class Trop.	Than wookly
	1	Dust all exposed areas on horizontal surfaces.	Upon request but not more than weekly
<u> </u>	<u>'</u>	Dust all exposed areas on nonzonial surfaces.	ulan weekly
n	1	Damp mop all stains and spills (i.e., coffee and drink	Upon request but not more
		spills).	than weekly
		Hard surface resilient, ceramic, terrazzo and vinyl tile	
*		floor - Strip, machine scrub, apply two coats of polish,	Upon request but not more
	1	allow to dry.	than yearly
_		Using a high speed floor machine, spray buff all hard	Upon request but not more
"	1	surface area.	than yearly
	See Bldg.	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an	
	Audit,	odor, but not less than weekly. Remove all collected	
Throughout Building	Table 1	trash to designated area.	Daily
		Collect and remove all empty boxes found in halls and	
"	NTC	marked as "trash".	As needed
		Dust all exposed areas on walls and ceilings to remove	
"	NTC	dust, debris, bugs and cob webs.	Yearly
10	NTC	Clean trash cans inside and out.	Yearly
M	NTC	Clean and polish all drinking fountains.	Daily
		Wooh interior and outside of windows. Calcadullar at all	
		Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR.	Once over a two year
11	NTC	COTR will notify Building Managers and Security.	period.
		Wash restroom perimeter and interior walls. (Not to be	Once over a two year
n	NTC	confused with partitions which are cleaned daily).	period.

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Throughout Building	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

Description of			_
Area/Floor Type:	Shift	Routine Task	Frequency
		Dust mop all hard surface floors with treated or	
Offices; Resilient	NTC	electrostatic dust mop.	Daily
	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
*		Damp mop all stains and spills (i.e., coffee and drink	
	NTC	spills).	Weekly
		Hard surface resilient, ceramic, terrazzo and vinyl tile	
	2	floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Quarterly
	2	Using a high speed floor machine, spray buff all hard surface area.	Overded.
		Refill dispensers, empty trash & sanitary napkin holders,	Quarterly
Restroom w/4		clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors	
Fixtures; Concrete	NTC	using a germicidal cleaner.	Daily
·	٠		
89	NTC	Monitor sanitary napkin supplies and replenish, as needed.	Daily
		Collect monies from sanitary napkin dispensers, count,	
		record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money	
11	NTC	to FMD & a record to COTR.	Quarterly
1 Office; Concrete	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
я	NTO	Dunt all amount areas as he has tell as for a	Mara Lilia
-	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
		Damp mop all stains and spills (i.e., coffee and drink	
11	NTC	spills).	Weekly
All Other Concrete			
includes 1 Metal Stairwell	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
OLUI WEII	1410	orociociato dust mop.	Daily
		Damp mop all stains and spills (i.e., coffee and drink	
10	NTC	spills).	Weekly

Description of	OL:N		_
Area/Floor Type:	Shift	Routine Task	Frequency
All Other Concrete includes 1 Metal			
Stairwell	NTC	Vacuum walk-off mats.	Weekly
	NTC	Police stairs and pick-up litter.	Weekly
	1110	Tonce states and plot-up litter.	VVECKIY
	NTC	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
All Concrete Areas	NTC	Granitex floor.	Yearly
		Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an	
Throughout Duilding	NTO	odor, but not less than weekly. Remove all collected	D-11
Throughout Building	NTC	trash to designated area.	Daily
		Collect and remove all empty boxes found in halls and	
	NTC	marked as "trash".	As needed
	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
		addi, debile, bage and deb weed.	rearry
*	NTC	Clean trash cans inside and out.	Yearly
	NTC	Clean and polish all drinking fountains.	Daily
		Wash interior and exterior of windows. Scheduling shall	
	NTO.	be coordinated one week in advance with the COTR.	Once over a two year
-	NTC	COTR will notify Building Managers and Security.	period.
]		Wash restroom perimeter and interior walls. (Not to be	Once over a two year
	NTC	confused with partitions which are cleaned daily).	period.
		Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance).	
**	2	Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
	-	and the state of t	po.104.
Outside Building			
Entrances	NTC	Clean ash trays outside building entrances.	As needed

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Typs:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

Attachment B

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Offices; Carpeted	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
"	NTC	Vacuum all carpeted traffic lane areas.	Weekly
l abbut Offices	NTC	Fully vacuum all carpets from wall to wall	Once Every Other Week
Lobby; Offices; Halls; Elevator; Resilient (see exception below)	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
Large Hard Surface Areas	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Weekly
Lobby; Offices; Halls; Elevator; Resillent	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
	NTC	Clean both sides of all glass doors and side glass.	Weekly
,,	NTC	Vacuum walk-off mats.	Weekly
•	NTC	Completely clean and damp mop hard floor elevator.	Weekly
	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
ď	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
5 Restrooms; 1 Stairwell; Terrazzo		Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily

Description of Area/Floor Type:	Shift	Routine Task	Frequency
	20000-014-01-0000		
5 Restrooms; 1		Monitor sanitary napkin supplies and replenish, as	
Stairwell; Terrazzo	NTC	needed.	Daily
		Collect monies from sanitary napkin dispensers, count,	
		record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money	
N	NTC	to FMD & a record to COTR.	Quarterly
	NEC		
	NTC	Police stairs and pick-up litter.	Weekly
н	NTC	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
Basement; Open	·		
Areas; 2 Stairwells; Concrete (see		Dust mop all hard surface floors with treated or	
exceptions below)	NTC	electrostatic dust mop.	Daily
Large Hard Surface		Dust mop all hard surface floors with treated or	
Areas	NTC	electrostatic dust mop.	Weekly
Basement; Open			
Areas; 2 Stairwells; Concrete	NTC	Damp mop all stains and spills (i.e., coffee and drink	Weekly
Concrete	NIC	spills).	VVCCKIY
	NTC	Police stairs and pick-up litter.	Weekly
			,
"	NTC	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
		Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an	
	,,=-	odor, but not less than weekly. Remove all collected	D - 11-
Throughout Building	NTC	trash to designated area.	Daily
ł			
*	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
	<u> </u>		
		Dust all exposed areas on walls and ceilings to remove	
н	NTC	dust, debris, bugs and cob webs.	Yearly
н	NTC	Clean trash cans inside and out.	Yearly

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Throughout Building	NTC	Clean and polish all drinking fountains.	Daily
п	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
п	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
	2	Shampoo all carpets, carpeting and walk-off mats. Task shall include the movement of conventional furniture and packed room contents. Scheduling shall be coordinated in advance with COTR.	Once over a two year period.
n	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
н	NTC	Vacuum/clean recessed floor mat and damp wipe recessed area.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
•	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

JANITORIAL SERVICES CONTRACT Building No.: <u>106</u>

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Description of Area/Floor Type:	Shift	Routine Task	Frequency
Offices; Carpeted Areas	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
W	NTC	Vacuum all carpeted traffic lane areas.	Weekly
"	NTC	Fully vacuum all carpets from wall to wall	Once Every Other Week
Lobby; 2 Stairwells; Terrazzo (see exception below)	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
Large Hard Surface Areas	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Weekly
Lobby; 2 Stairwells; Terrazzo	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
и	NTC	Clean both sides of all glass doors and side glass.	Weekly
	NTC	Vacuum walk-off mats.	Weekly
"	NTC		
		Police stairs and pick-up litter.	Weekly
	NTC	Dust mop stairs, dust railings, ledges and spot clean. Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish,	Weekly
"	2	Using a high speed floor machine, spray buff all hard	Yearly
Offices; Halls; 5 Restrooms; 1 Stairwell; Resilient	2 NTC	surface area. Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Yearly Daily

Description of			
Area/Floor Type:	Shift	Routine Task	Frequency
Offices; Halls; 5 Restrooms; 1 Stairwell; Resilient	NTC	Monitor sanitary napkin supplies and replenish, as needed.	Daily
	NTC	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
Offices; Halls; 5 Restrooms; 1 Stairwell; Resilient (see exception)	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Deile
(see exception)	NIC	electrostatic dust mop.	Daily
Large Hard Surface Areas	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Weekly
Offices; Halls; 5 Restrooms; 1 Stairwell; Resilient	NTC	Dust all exposed areas on horizontal surfaces.	Weekiy
,	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
	NTC	Completely clean and damp mop hard floor elevator.	Weekly
п	NTC	Police stairs and pick-up litter.	Weekly
,	NTC	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
			TTOOM!
п	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
n	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Basement; Open Areas; Concrete (see exception below)	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
Large Hard Surface Areas	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Weekly

JANITORIAL SERVICES CONTRACT Building No.: <u>106</u>

Description of Area/Floor Type:	Shift	Routine Task	Frequency
2.000			
Basement; Open Areas; Concrete	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
Throughout Building	NTC	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
n	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
19	NTC	Clean trash cans inside and out.	Yearly
11	NTC	Clean and polish all drinking fountains.	Daily
· · ·	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
H	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
	2	Shampoo all carpets, carpeting and walk-off mats. Task shall include the movement of conventional furniture and packed room contents. Scheduling shall be coordinated in advance with COTR.	Once over a two year period.
11	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
tt	NTC	Vacuum/clean recessed floor mat and damp wipe recessed area.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
•	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Offices; Carpeted Areas	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
	NTC	Vacuum all carpeted traffic lane areas.	Weekly
,,	NTC	Fully vacuum all carpets from wall to wall	Once Every Other Week
2 Restrooms w/14 Fixtures; Offices; Halls; Resilient	NTC	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
	NTC	Monitor sanitary napkin supplies and replenish, as needed.	Daily
"	NTC	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
п	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
Ħ	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
n	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
п	NTC	Vacuum walk-off mats.	Weekly
8	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
п	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Shop; Other Areas; Concrete	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily

JANITORIAL SERVICES CONTRACT Building No.: <u>107</u>

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Shop; Other Areas; Concrete	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
Metal Flooring includes 2 Stairwells	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
_			
**	NTC	Police stairs and pick-up litter.	Weekly
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	NTC	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
Throughout Building	NTC	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
Throughout Dunding	1410	addi to dodgirated area.	Delity
,	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
W	NTC	Clean trash cans inside and out.	Yearly
n .	NTC	Clean and polish all drinking fountains.	Daily
И	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
ŧ	2	Shampoo all carpets, carpeting and walk-off mats. Task shall include the movement of conventional furniture and packed room contents. Scheduling shall be coordinated in advance with COTR.	Once over a two year period.

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Throughout Building	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

Description of			
Area/Floor Type:	Shift	Routine Task	Frequency
Main Gate House:			
Offices; Carpeted	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
**	NTC	Vacuum all carpeted traffic lane areas.	Three Times Per Week
_			
**	NTC	Fully vacuum all carpets from wall to wall	Once Every Other Week
Main Gate House; 2		Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean	
Restrooms; Service Area: Resilient		mirrors, spot wipe partitions, sweep & damp mop floors	Delle.
Area, Resilient	NTC	using a germicidal cleaner.	Daily
**	NTC	Monitor sanitary napkin supplies and replenish, as needed.	Daily
	1110	Collect monies from sanitary napkin dispensers, count,	Daily
		record, and paper roll (40 quarters, 50 dimes, 40 nickels	
	NTC	per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
		Dust mop all hard surface floors with treated or	
u u	NTC	electrostatic dust mop.	Daily
11	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
		Damp mop all stains and spills (i.e., coffee and drink	
M	NTC	spills).	Weekly
n	N=0		
	NTC	Vacuum walk-off mats.	Weekly
	NTC	Wash interior and exterior of windows and glass on doors.	Weekly
	1410	uovia.	VVGGNIY
		Hard surface resilient, ceramic, terrazzo and vinyl tile	
п	2	floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
			:
		Using a high speed floor machine, spray buff all hard	
#	2	surface area.	Yearly

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Guard Station;			
Resilient	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
"	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
*	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
		Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish,	
"	2	allow to dry.	Yearly
**	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
		carrage area.	rouny
		Wash interior and exterior of windows and glass on	
и	NTC	doors.	Weekly
:		Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an	
Throughout		odor, but not less than weekly. Remove all collected	
Buildings	NTC	trash to designated area.	Daily
*	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
		Dust all exposed areas on walls and ceilings to remove	
PF	NTC	dust, debris, bugs and cob webs.	Yearly
п	NTC	Clean trash cans inside and out.	Yearly
	INIC	Clean trash cans inside and out. Clean ceiling HVAC vents in rooms with 8 1/2' drop	i sally
	ļ	ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around	Once over a two year
и	2	diffuser, 3) clean up any debris dropped from vents.	period.
		Wash restroom perimeter and interior walls. (Not to be	Once over a two year
H	NTC	confused with partitions which are cleaned daily). Shampoo all carpets, carpeting and walk-off mats. Task	period.
		shall include the movement of conventional furniture and	
	2	packed room contents. Scheduling shall be coordinated in advance with COTR.	Once over a two year period.
			·

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
и	NTC	Clean and polish all drinking fountains.	Daily
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
п	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

Description of Area/Floor Type:	Shift	Routine Task	Frequency
		Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean	
Office; Shop; 1		mirrors, spot wipe partitions, sweep & damp mop floors	
Restroom; Concrete	NTC	using a germicidal cleaner.	Daily
		Monitor sanitary napkin supplies and replenish, as	
M	NTC	needed.	Daily
		Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels	-
*	NTC	per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
n	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
	1110	Davi dii Osposod diode dii nonzontal suriaces.	Troomy
		Dust mop all hard surface floors with treated or	
*	NTC	electrostatic dust mop. Empty all trash receptacles. Replace liners which	Daily
		contain food, beverages or products which give off an	
Throughout Building	NTC	odor, but not less than weekly. Remove all collected trash to designated area.	Daily
	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
		Dust all exposed areas on walls and ceilings to remove	
н	NTC	dust, debris, bugs and cob webs.	Yearly
	i		
•	NTC	Clean trash cans inside and out.	Yearly
	NTC	Clean and polish all drinking fountains.	Daily
		Wash interior and exterior of windows. Scheduling shall	
	NTC	be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
	1410	OCTA WILL HOURY DURING WARRAGES AND Security.	ponou.
		Wash restroom perimeter and interior walls. (Not to be	Once over a two year
"	NTC	confused with partitions which are cleaned daily). Clean ceiling HVAC vents in rooms with 8 1/2' drop	period.
		ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around	Once over a two year
"	2	diffuser, 3) clean up any debris dropped from vents.	period.

Description of Area/Floor Type:	Shifi	Routine Task	Frequency
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
и	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

Description of			
Area/Floor Type:	Shift	Routine Task	Frequency
	See Bldg.		
Offices & Areas;	Audit,		
Carpeted	Table 1	Dust all exposed areas on horizontal surfaces.	Weekly
	See Bldg.		
,	Audit, Table 1	Vacuum all carpeted traffic lane areas.	Weekly
	rabic 1	vacuum an carpeted tame tame areas.	VVGCRIY
	See Bldg. Audit,		
*	Table 1	Fully vacuum all carpets from wall to wall	Once Every Other Week
l obbin tlatta	Can Did	Refill dispensers, empty trash & sanitary napkin holders,	
Lobby; Halls; Offices; 2	See Bldg. Audit,	clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors	
Restrooms; 2 Stairs	Table 1	using a germicidal cleaner.	Daily
	See Bldg.		
	Audit,	Monitor sanitary napkin supplies and replenish, as	
•	Table 1	needed. Collect monies from sanitary napkin dispensers, count,	Daily
		record, and paper roll (40 quarters, 50 dimes, 40 nickels	
	Audit,	per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
	See Bldg. Audit,	Dust mop all hard surface floors with treated or	
н	Table 1	electrostatic dust mop.	Daily
	See Bldg.		
	Audit,		
н	Table 1	Dust all exposed areas on horizontal surfaces.	Weekly
	See Bldg.		
,	Audit,	Damp mop all stains and spills (i.e., coffee and drink	Weekly
	Table 1	spills).	INGERIA
	See Bldg.		
	Audit, Table 1	Vacuum walk-off mats.	Weekly
	::		
	See Bldg. Audit,		
11	Table 1	Clean both sides of all glass doors and side glass.	Weekly
	See Bldg.		
_	Audit,		
"	Table 1	Police stairs and pick-up litter.	Weekly
	See Bldg.		
	Audit, Table 1	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
L	1		

Description of	er:a	Banthus Task	F
Area/Floor Type:	Shift	Routine Task	Frequency
Lobby; Halls;	See Bldg.		
Offices; 2	Audit,		
Restrooms; 2 Stairs	Table 1	Completely clean and damp mop hard floor elevator.	Weekly
		Hard surface resilient, ceramic, terrazzo and vinyl tile	
и	2	floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
		anov to dry.	roany
		Using a high speed floor machine, spray buff all hard	
"	2	surface area.	Yearly
		Refill dispensers, empty trash & sanitary napkin holders,	
6 Restrooms;	See Bldg. Audit,	clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors	
Terrazzo	Table 1	using a germicidal cleaner.	Daily
, , , , , , , , , , , , , , , , , , , ,	,		
	See Bldg.		
	Audit,	Monitor sanitary napkin supplies and replenish, as	
*	Table 1	needed.	Daily
	Coo Dida	Collect monies from sanitary napkin dispensers, count,	
	Audit,	record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money	
n	Table 1	to FMD & a record to COTR.	Quarterly
		Hard surface resilient, ceramic, terrazzo and vinyl tile	
	2	floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
***************************************		allow to dry.	Teally
	ł		
		Using a high speed floor machine, spray buff all hard	
11	2	surface area.	Yearly
All Other Concrete	See Bldg.	Duct man all hand conferr floor floors with tracted as	
w/2 Stairwells; Metal	Audit, Table 1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
inotal	1 4510 1	oconico and more	J
	See Bldg.		
	Audit,	Damp mop all stains and spills (i.e., coffee and drink	
H	Table 1	spills).	Weekly
	See Bldg. Audit,		
	Table 1	Police stairs and pick-up litter.	Weekly
	<u> </u>	<u> </u>	· · ·
	See Bldg.		
_	Audit,		[
**	Table 1	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
	Sac Dide	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an	
	See Bldg. Audit,	odor, but not less than weekly. Remove all collected	
Throughout Building		trash to designated area.	Daily

Description of			
Area/Floor Type:	Shift	Routine Task	Frequency
Throughout Building	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
n	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
п	NTC	Clean trash cans inside and out.	Yearly
М	NTC	Clean and polish all drinking fountains.	Daily
и	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
,	2	Shampoo all carpets, carpeting and walk-off mats. Task shall include the movement of conventional furniture and packed room contents. Scheduling shall be coordinated in advance with COTR.	Once over a two year period.
n	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
n	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

SPECIAL CONDITIONS: Limited access to this facility is accommodated by building representatives.

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Vinyl Area	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
*	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
All Other; Concrete	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
,,	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
	NTC	Vacuum walk-off mats.	Weekly
		Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected	
Throughout Building	NTC	trash to designated area.	Daily
	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
"	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
n n	NTC	Clean trash cans inside and out.	Yearly

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Albar too type	Sun	RODINE 183X	8.0.10.11.7
Throughout Building	NTC	Clean and polish all drinking fountains.	Daily
	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
н	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

Dagnejetian at			
Description of Area/Floor Type:	Shift	Routine Task	Frequency
1 Restroom; All Others; Concrete	1	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
п	1	Monitor sanitary napkin supplies and replenish, as needed.	Daily
	1	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
	<u> </u>		Qualitoriy
,,	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
н	1	Police stairs and pick-up litter.	Weekly
	1	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
н	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Throughout Building	1	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
"	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
n	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
п	NTC	Clean trash cans inside and out.	Yearly

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Throughout Building	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
*	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
•	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
н	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

Description of			
Area/Floor Type:	Shift	Routine Task	Frequency
All Areas; Concrete	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Monthly
741740do, Conorcio	1110	Empty all trash receptacles. Replace liners which	Northing
Thursday A. D. Station	NEO	contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected	
Throughout Building	NTC	trash to designated area.	Monthly
W	NTC	Clean trash cans inside and out.	Yearly
*	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
п	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
п	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
"	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

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Description of Area/Floor Type:	Shift	Routine Task	Frequency
Lobby; Control Room; Corridors; Carpeted	See Bldg. Audit, Table 1	Dust all exposed areas on horizontal surfaces.	Weekly
	See Bldg. Audit, Table 1	Vacuum walk-off mats.	Weekly
*	See Bldg. Audit, Table 1	Vacuum all carpeted traffic lane areas.	Weekly
	See Bldg. Audit, Table 1	Fully vacuum all carpets from wall to wall	Once Every Other Week
Control Room; Offices; Halls; Elevator; Resilient (see exception)	See Bldg. Audit, Table 1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
Large Floor Area	See Bldg. Audit, Table 1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Monthly
Control Room; Offices; Halls; Elevator; Resilient	See Bldg. Audit, Table 1	Dust all exposed areas on horizontal surfaces.	Weekly
*	See Bldg. Audit, Table 1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
n	See Bldg. Audit, Table 1	Clean both sides of all glass doors and side glass.	Weekly
п	See Bidg. Audit, Table 1	Completely clean and damp mop hard floor elevator.	Weekly
	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
Ħ	2	Using a high speed floor machine, spray buff all hard surface area.	Yeariy
4 Restrooms w/13 Fixtures; Terrazzo	See Bidg. Audit, Table 1	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily

Description of Area/Floor Type:	Shift	Routine Task	Frequency
4 Restrooms w/13 Fixtures; Terrazzo	See Bldg. Audit, Table 1	Monitor sanitary napkin supplies and replenish, as needed.	Daily
,	See Bldg. Audit, Table 1	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
*	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Offices; Computer Rooms; Raised Vinyl Tile (see exception below)	See Bldg. Audit, Table 1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
Large Floor Area	See Bldg. Audit, Table 1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Monthly
Offices; Computer Rooms; Raised Vinyl Tile	See Bldg. Audit, Table 1	Dust all exposed areas on horizontal surfaces.	Weekly
11	See Bldg. Audit, Table 1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
Ħ	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Shop Area; 9 Stairs 6 Metal; 3 Concrete (see exceptions)	See Bldg. Audit, Table 1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
Large Shop Area	See Bldg. Audit, Table 1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Twice Per Month
Small Shop Area	See Bldg. Audit, Table 1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Weekly

Description of			
Area/Floor Type:	Shift	Routine Task	Frequency

Shop Area; 9 Stairs	See Bldg. Audit.	Damp mop all stains and spills (i.e., coffee and drink	
6 Metal; 3 Concrete	Table 1	spills).	Weekly
			-
	See Bldg. Audit,		
11	Table 1	Police stairs and pick-up litter.	Weekly
		·	
	See Bldg.		
n	Audit, Table 1	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
		Empty all trash receptacles. Replace liners which	
	See Bldg.	contain food, beverages or products which give off an	
Throughout Building	Audit, Table 1	odor, but not less than weekly. Remove all collected trash to designated area.	Daily
	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
			7.6 1100000
17	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
	1110	dust, debris, bugs and oob webs.	rearry
	NTC	Clean trash cans inside and out.	Yearly
	1110	orean dash cans made and out.	really
, ,	NTC	Class and police all drinking fountains	Doily
	NIC	Clean and polish all drinking fountains.	Daily
		Wash interior and exterior of windows. Scheduling shall	
	NITO	be coordinated one week in advance with the COTR.	Once over a two year
	NTC	COTR will notify Building Managers and Security.	period.
	NITO	Wash restroom perimeter and interior walls. (Not to be	Once over a two year
	NTC	confused with partitions which are cleaned daily). Shampoo all carpets, carpeting and walk-off mats. Task	period.
		shall include the movement of conventional furniture and	
	_	packed room contents. Scheduling shall be coordinated	•
	2	in advance with COTR.	period.
		Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance).	
_	_	Includes 1) damp wiping diffuser, 2) 8 panels around	Once over a two year
"	2	diffuser, 3) clean up any debris dropped from vents.	period.
Outside Building			
Entrances	NTC	Clean ash trays outside building entrances.	As needed

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
п	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

Description of Area/Floor Type:	Shift		_
88.25	om.	Routine Task	Frequency
All Areas; Concrete	1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
	:		
Ħ	1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
Truck Scale Equipment Room		Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an	
(Shown as Building		odor, but not less than weekly. Remove all collected	
119)	1	trash to designated area.	Weekly
		Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected	
Throughout Building	1	trash to designated area.	Daily
	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
"	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
**	NTC	Clean trash cans inside and out.	Yearly
	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
		Clean ceiling HVAC vents in rooms with 8 1/2' drop	
	2	ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building			
Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass,		Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be	
Plastic, Cans and Newspaper	NTC	transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Doily/An Nooded
Newspaper	NIC	mouny COTK when can dumpster is full.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
n	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

SPECIAL CONDITIONS: Rooms 160 & 260 required PIN # and key card access granted from building resident, R. Solomon (3-5682).

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Offices; Halls; Corridors; Carpeted	NTC	Dust all expend areas on herizontal autoces	Weakly
Corridors, Carpeted	NIC	Dust all exposed areas on horizontal surfaces.	Weekly
	NTC	Clean both sides of all glass doors and side glass.	Weekly
	NTC	Vacuum all carpeted traffic lane areas.	Weekly
n	NTC	Fully vacuum all carpets from wall to wall	Once Every Other Week
Lobby; 5 Stairwells; 8 Restrooms; Terrazzo	NTC	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
Ħ	NTC	Monitor sanitary napkin supplies and replenish, as needed.	Daily
n	NTC	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
**	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
n	NTC	Vacuum walk-off mats.	Weekly
	NTC	Clean both sides of all glass doors and side glass.	Weekly
м	NTC	Completely clean and damp mop hard floor elevator.	Weekly

Description of Area/Floor Type:	Shift	Routine Task	Prequency
Lobby; 5 Stairwells; 8 Restrooms; Terrazzo	NTC	Police stairs and pick-up litter.	Weekly
		. Show that is and plott up litter.	VVCOINY
"	NTC	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
•	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearty
	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Operations Room; Raised Computer Tile	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
·	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
*	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Other Areas; Concrete; includes 1 Stairwell	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
м	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
n	NTC	Police stairs and pick-up litter.	Weekly
9	NTC	Dust mop stairs, dust railings, ledges and spot clean.	Weekly

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Throughout Building	NTC	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
u	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
п	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
п	NTC	Clean trash cans inside and out.	Yearly
	NTC	Clean and polish all drinking fountains.	Daily
17	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
·	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
	2	Shampoo all carpets, carpeting and walk-off mats. Task shall include the movement of conventional furniture and packed room contents. Scheduling shall be coordinated in advance with COTR.	Once over a two year period.
п	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
п	NTC	Vacuum/clean recessed floor mat and damp wipe recessed area.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
п	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

JANITORIAL SERVICES CONTRACT Building No.: <u>143</u>

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Description of Area/Floor Type:	Shift	Routine Task	Frequency
Offices; Halls; Control Room; Carpeted	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
	NTC	Vacuum walk-off mats.	Weekly
,	NTC	Clean both sides of all glass doors and side glass.	Weekly
	1410	orean poin sides or all glass doors and side glass.	vveekiy
N	NTC	Vacuum all carpeted traffic lane areas.	Weekly
Offices; Halls; Control Room; Carpeted (see exception)	NTC	Fully vacuum all carpets from wall to wall	Once Every Other Week
Room 100	NTC	Fully vacuum all carpets from wall to wall	Daily
2 Offices; Resilient includes 1 Stairwell	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
n	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
71	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
н			
	NTC	Police stairs and pick-up litter.	Weekly
	NTC	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
н	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
H	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly

Description of Area/Floor Type:	Shift	Routine Task	Frequency
00000000000000000000000000000000000000	000000000000000000000000000000000000000	Refill dispensers, empty trash & sanitary napkin holders,	
		clean & sanitize fixtures, wipe counters & chrome, clean	
2 Restrooms w/8		mirrors, spot wipe partitions, sweep & damp mop floors	
Fixtures; Terrazzo	NTC	using a germicidal cleaner.	Daily
		Monitor sanitary napkin supplies and replenish, as	
H	NTC	needed.	Daily
		Collect monies from sanitary napkin dispensers, count,	
2 Dootmoons(0		record, and paper roll (40 quarters, 50 dimes, 40 nickels	
2 Restrooms w/8 Fixtures; Terrazzo	NTC	per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
1 Starton 1 Orrazzo		io i mo di di totti di contin	Quarterly
		Hard surface resilient, ceramic, terrazzo and vinyl tile	
	_	floor - Strip, machine scrub, apply two coats of polish,	
-	2	allow to dry.	Yearly
		Using a high speed floor machine, spray buff all hard	
•	2	surface area.	Yearly
Danamant Area:		Durat warm all hand assert as decree with transfer of	
Basement Area; Concrete	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
001101010		ologico de de la comop.	Duny
,,		Damp mop all stains and spills (i.e., coffee and drink	
•	NTC	spills).	Weekly
		Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an	
		odor, but not less than weekly. Remove all collected	
Throughout Building	NTC	trash to designated area.	Daily
		,	
ļ		Collect and remove all empty haves found in hells and	
	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
	,,_,	Dust all exposed areas on walls and ceilings to remove	X
"	NTC	dust, debris, bugs and cob webs.	Yearly
"	NTC	Clean trash cans inside and out.	Yearly
#	NTC	Clean and polish all drinking fountains.	Daily
		Wash interior and exterior of windows. Scheduling shall	
,	NTO	be coordinated one week in advance with the COTR.	Once over a two year
	NTC	COTR will notify Building Managers and Security.	period.

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Throughout Building	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
и	2	Shampoo all carpets, carpeting and walk-off mats. Task shall include the movement of conventional furniture and packed room contents. Scheduling shall be coordinated in advance with COTR.	Once over a two year period.
	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	
**	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

JANITORIAL SERVICES CONTRACT Building No.: <u>145</u>

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Description of Area/Floor Type:	Shift	Routine Task	Frequency
		Acoustic reak	restacticy
	See Bldg.		
	Audit,		
Offices; Carpeted	Table 1	Dust all exposed areas on horizontal surfaces.	Weekly
	See Bldg. Audit,		
•	Table 1	Vacuum all carpeted traffic lane areas.	Weekly
	See Bldg.		
	Audit, Table 1	Fully vacuum all cornets from well to well	Ones Francother Mank
	Table I	Fully vacuum all carpets from wall to wall	Once Every Other Week
	See Bldg.	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean	
2 Restrooms; 5	Audit,	mirrors, spot wipe partitions, sweep & damp mop floors	
Fixtures; Ceramic	Table 1	using a germicidal cleaner.	Daily
	See Bldg. Audit,	Monitor sanitary napkin supplies and replenish, as	
•	Table 1	needed.	Daily
		Collect monies from sanitary napkin dispensers, count,	
		record, and paper roll (40 quarters, 50 dimes, 40 nickels	
	Audit,	per roll); no Canadian coins. Furnish rolls, give money	
	Table 1	to FMD & a record to COTR.	Quarterly
		Hard surface resilient, ceramic, terrazzo and vinyl tile	
		floor - Strip, machine scrub, apply two coats of polish,	
**	2	allow to dry.	Yearly
		Using a high speed floor machine, spray buff all hard	
-	2	surface area.	Yearly
	See Bldg.		
Halls; Resilient	Audit, Table 1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
i idio, i tooliigitt	Table 1	oroca coldato dust mop.	Daily
	See Bldg.		
	Audit,		
"	Table 1	Dust all exposed areas on horizontal surfaces.	Weekly
	Soo Blda		
	See Bldg. Audit,	Damp mop all stains and spills (i.e., coffee and drink	
**	Table 1	spills).	Weekly
	See Bldg.		
,	Audit, Table 1	Clean both sides of all glass doors and side glass.	Weekly
	1 4516 1	order 5000 or all glass doors and side glass.	***OSRIY
		Hard surface resilient, ceramic, terrazzo and vinyl tile	
_	_	floor - Strip, machine scrub, apply two coats of polish,	
11	2	allow to dry.	Yearly

Description of	A1.:E		
Area/Floor Type:	Shiff	Routine Task	Frequency
		Using a high speed floor machine, spray buff all hard	
Halls; Resilient	2	surface area.	Yearly
	Coo Dida		
Computer Room;	See Bldg. Audit.	Dust mop all hard surface floors with treated or	
Raised Vinyl Tile	Table 1	electrostatic dust mop.	Daily
	See Bldg.		
	Audit, Table 1	Dust all exposed areas on horizontal surfaces.	Weekly
	Table I	Dust all exposed aleas of nonzontal surfaces.	VVECKIY
	See Bldg.		
	Audit,	Damp mop all stains and spills (i.e., coffee and drink	L
	Table 1	spills).	Weekly
		Hard surface resilient, ceramic, terrazzo and vinyl tile	
		floor - Strip, machine scrub, apply two coats of polish,	
*	2	allow to dry.	Yearly
		Using a high speed floor machine, spray buff all hard	
•	2	surface area.	Yearly
411.011	See Bidg.		
All Other Areas; Concrete	Audit, Table 1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Doily
- CONSTITUTE -	1 able 1	electiostatic dust mop.	Daily
	See Bldg.		
	Audit,	Damp mop all stains and spills (i.e., coffee and drink	
•	Table 1	spills).	Weekly
	See Blda	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an	
	Audit,	odor, but not less than weekly. Remove all collected	
Throughout Building	Table 1	trash to designated area.	Daily
		Collect and remove all empty boxes found in halls and	
	NTC	marked as "trash".	As needed
	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
		and desire, sugge und dob Hebs.	lically
"	NTC	Clean trash cans inside and out.	Yearly
	NTC	Clean and polish all drinking fountains.	Daily

JANITORIAL SERVICES CONTRACT Building No.: <u>145</u>

Description of			_
Area/Floor Type:	Shift	Routine Task	Frequency
Throughout Building	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
•	2	Shampoo all carpets, carpeting and walk-off mats. Task shall include the movement of conventional furniture and packed room contents. Scheduling shall be coordinated in advance with COTR.	Once over a two year period.
•	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
н	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Restroom; Vinyl	See Bldg. Audit, Table 1	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
"	See Bldg. Audit, Table 1	Monitor sanitary napkin supplies and replenish, as needed.	Daily
,	See Bldg. Audit, Table 1	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
Office Area; Vinyl	See Bidg. Audit, Table 1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
	See Bldg. Audit, Table 1	Dust all exposed areas on horizontal surfaces.	Weekly
	See Bldg. Audit, Table 1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
	See Bldg. Audit, Table 1	Vacuum walk-off mats.	Weekly
Restroom; Office Area; Vinyl	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
n	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Throughout Building	Audit,	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
"	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
	NTC	Clean trash cans inside and out.	Yearly

Description of			
Area/Floor Type:	Shift	Routine Task	Frequency
Throughout Building	NTC	Clean and polish all drinking fountains.	Daily
,	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
и	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
91	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

SPECIAL CONDITIONS: Cleaning of this facility shall be performed prior to 7:00 a.m. Seasonal cleaning is required and detailed under Seasonal Tasks.

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Living Room; Dining Room; Halls; Carpeted	See Bldg. Audit, Table 1	Vacuum walk-off mats.	Weekly
	See Bldg. Audit, Table 1	Vacuum all carpeted traffic lane areas.	Daily
#	See Bldg. Audit, Table 1	Fully vacuum all carpets from wall to wall	Once Every Other Week
n	See Bldg. Audit, Table 1	Dust all exposed areas on horizontal surfaces.	Weekly
2nd Floor; includes 2 Stainwells; Wood	See Bldg. Audit, Table 1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
T T	See Bldg. Audit, Table 1	Damp mop all stains and spills (i.e., coffee and drink spills).	Daily
и	See Bldg. Audit, Table 1	Police stairs and pick-up litter.	Weekly
	See Bldg. Audit, Table 1	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
5 Restrooms w/24 Fixtures; Rooms; Kitchen;Stairwells; Resilient	See Bldg. Audit, Table 1	Clean and sanitize all sinks and counter tops and wipe dry.	Daily
11	See Bldg. Audit, Table 1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
	See Bldg. Audit, Table 1	Damp mop all stains and spills (i.e., coffee and drink spills).	Daily
9	See Bldg. Audit, Table 1	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily

Description of			
Area/Floor Type:	Shift	Routine Task	Frequency
5 Restrooms w/24			
Fixtures; Rooms; Kitchen;Stairwells;	See Bldg. Audit.	Monitor sanitary napkin supplies and replenish, as	
Resilient	Table 1	needed.	Daily
		Collect monies from sanitary napkin dispensers, count,	
	See Bldg. Audit.	record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money	
	Table 1	to FMD & a record to COTR.	Quarterly
	See Bldg. Audit.		
,,	Table 1	Police stairs and pick-up litter.	Weekly
	See Did		
	See Bldg. Audit,		
tr	Table 1	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
	Soo Dida		
	See Bldg. Audit,	Clean refrigerator, and empty contents at customer	
	Table 1	request.	Weekly
	See Bldg.		
	Audit,	Detail clean shelves, tray carts, appliances, coolers,	
H	Table 1	freezers and exhaust fans.	Weekly
	See Bldg.		
	Audit,	Completely clean stove to include burners, burner wells,	
**	Table 1	ovens and oven trays.	Weekly
		Hard surface resilient, ceramic, terrazzo and vinyl tile	
_		floor - Strip, machine scrub, apply two coats of polish,	
"	2	allow to dry.	Yearly
,,	_	Using a high speed floor machine, spray buff all hard	
-	2	surface area.	Yearly
	See Bldg.		
All Other Concrete,	Audit,	Wet wipe and sanitize table tops and bar area in	Vt.
inside	Table 1	basement.	Yearly
	See Bldg.		
	Audit,	Dust mop all hard surface floors with treated or electrostatic dust mop.	Deily
	Table 1	electrostatic dust mop.	Daily
	See Bldg.		
н	Audit, Table 1	Dust all exposed areas on horizontal surfaces.	Weekly
	I able I	Empty all trash receptacles. Replace liners which	VV GGKIY
		contain food, beverages or products which give off an	
Throughout Building	Audit, Table 1	odor, but not less than weekly. Remove all collected trash to designated area.	Daily
			<i>j</i>

Description of			
Area/Floor Type:	Shift	Routine Task	Frequency
Throughout Building	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
п	NTC	Clean trash cans inside and out.	Voorby
	1110	olean trash cans histor and out.	Yearly
n	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
*	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
11	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
,,	2	Shampoo all carpets, carpeting and walk-off mats. Task shall include the movement of conventional furniture and packed room contents. Scheduling shall be coordinated in advance with COTR.	Once over a two year period.
,	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	Off Seasonal, As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Outside Building	See Bldg. Audit, Table 1	Thoroughly clean grills, inside and out. Wash and clean all concrete floors. Clean table tops and bar area.	Yearly before Seasonal Use
н	See Bldg. Audit, Table 1	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily or as needed during Seasonal use
All Concrete, outside	See Bldg. Audit, Table 1	Damp mop all stains and spills (i.e., coffee and drink spills).	Daily during Seasonal Use
Grille Area; Concrete	Audit,	Monitor grills to detect cleanliness condition. Clean inside and outside of grills to remove any dirt or food found.	Daily during Seasonal Use
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

Description of			
Ares/Floor Type:	Shift	Routine Task	Frequency
Offices; Halls; Carpeted	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
H	NTC	Vacuum walk-off mats.	Weekly
	NTC	Clean both sides of all glass doors and side glass.	Weekly
*	NTC	Vacuum all carpeted traffic lane areas.	Weekly
	NTC	Fully vacuum all carpets from wall to wall	Once Every Other Week
5 Danta anno		Refill dispensers, empty trash & sanitary napkin holders,	,
5 Restrooms; Offices; Elevator; 2		clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors	
Stairwells; Resilient	NTC	using a germicidal cleaner.	Daily
	NTC	Monitor sanitary napkin supplies and replenish, as needed.	Daily
	1410	Collect monies from sanitary napkin dispensers, count,	Daily
		record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money	
n	NTC	to FMD & a record to COTR.	Quarterly
	NITO	Dust mop all hard surface floors with treated or	Deile
	NTC	electrostatic dust mop.	Daily
Ħ	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
	NEO	Damp mop all stains and spills (i.e., coffee and drink	Mankh
	NTC	spills).	Weekly
и	NTC	Completely clean and damp mop hard floor elevator.	Weekly
	,,		
	NTC	Police stairs and pick-up litter.	Weekly

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Description of Area/Floor Type:	Shift	Routine Task	Frequency
5 Restrooms; Offices; Elevator; 2			
Stairwells; Resilient	NTC	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
5 Rstrms.; Offices; Elevator; 2 Strwls.; Resil. (see exception)	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Room 153	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Monthly
	2	Using a high speed floor machine, spray buff all hard surface area.	Monthly
ION Room	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Three Times Per Year
	2	Using a high speed floor machine, spray buff all hard surface area.	Three Times Per Year
Bay; Shop Area; 1 Restroom; 5 Stairwell; Concrete	NTC	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
TI TI	NTC	Monitor sanitary napkin supplies and replenish, as needed.	Daily
n	NTC	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
Bay; Shop; 1 Rstrm.; 5 Strwl.; Concrete (see exception)	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
Large Ground Floor/Basement Areas	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Monthly
Bay; Shop Area; 1 Restroom; 5 Stairwell; Concrete	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly

Description of			
Area/Floor Type:	Shift	Routine Task	Frequency
Bay; Shop Area; 1 Restroom: 5			
Stairwell; Concrete	NTC	Police stairs and pick-up litter.	Weekly
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	NTC	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
		Police floor/ground area on both sides of overhead doors	
m m	NTC	and pick-up & remove leaves and trash.	Twice Per Week
		Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an	
		lodor, but not less than weekly. Remove all collected	
Throughout Building	NTC	trash to designated area.	Daily
		Collect and remove all empty boxes found in halls and	
. 10	NTC	marked as "trash".	As needed
		Dust all exposed areas on walls and ceilings to remove	
**	NTC	dust, debris, bugs and cob webs.	Yearly
		1	
**	NTC	Clean trash cans inside and out.	Yearly
			D-"-
	NTC	Clean and polish all drinking fountains.	Daily
		Wash interior and exterior of windows. Scheduling shall	
	NEO	be coordinated one week in advance with the COTR.	Once over a two year
-	NTC	COTR will notify Building Managers and Security.	period.
	NITO	Wash restroom perimeter and interior walls. (Not to be	Once over a two year
	NTC	confused with partitions which are cleaned daily). Shampoo all carpets, carpeting and walk-off mats. Task	period.
		shall include the movement of conventional furniture and	
	2	packed room contents. Scheduling shall be coordinated in advance with COTR.	Once over a two year period.
		Clean ceiling HVAC vents in rooms with 8 1/2' drop	ponou.
		ceilings (other ceilings only as specified in advance).	
*	2	Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
		aniabon, of Globin up any debile dropped from Fellis.	
#	NTC	Vacuum/clean recessed floor mat and damp wipe recessed area.	Once over a two year period.

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
*	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

Description of Area/Floor Type:	Shift	Routine Task	Frequency
4 Offices; Carpeted	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
н	NTC	Vacuum walk-off mats.	Weekly
•	NTC	Vacuum all carpeted traffic lane areas.	Weekiy
" Lobby; Halls;	NTC	Fully vacuum all carpets from wall to wall	Once Every Other Week
Offices; Elevator; 3 Stairwells (see exception)	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
п	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
n	NTC	Clean both sides of all glass doors and side glass.	Weekly
п	NTC	Completely clean and damp mop hard floor elevator.	Weekly
и	NTC	Police stairs and pick-up litter.	Weekly
n	NTC	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
Large Hard Surface Floors	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Weekly
4 Restrooms w/26 Fixtures; Ceramic	NTC	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily

Description of Area/Floor Type:	Shift	Routine Task	Frequency
300-000-00-00-000000000000000000000000			
4 Restrooms w/26		Monitor sanitary napkin supplies and replenish, as	
Fixtures; Ceramic	NTC	needed.	Daily
n	NTC	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
All Other Areas;			
Concrete (see		Dust mop all hard surface floors with treated or	
exception)	NTC	electrostatic dust mop.	Daily
	NTC	Damp mop all stains and spills (i.e., coffee and drink	Wash.
	NTC	spills).	Weekly
Large Hard Surface Floors	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Weekly
110010	1110	Empty all trash receptacles. Replace liners which	rrcony
		contain food, beverages or products which give off an	
Throughout Building	NTC	odor, but not less than weekly. Remove all collected trash to designated area.	Daily
Throughout Building	NIC	uasii to designated area.	Daily
	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
	1410	Indirect as trasif.	A3 Heeded
	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
	INIO	dust, debris, bugs and cob webs.	leany
	NTC	Clean trash cans inside and out.	Yearly
	1110	order sacrificatio mode and out.	
	NTC	Clean and polish all drinking fountains.	Daily
	10	orean and policin an arriving fourtains.	, — — · · · · ·
		Wash interior and exterior of windows. Scheduling shall	
	NTC	be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
	1110	To This roady bottom ground obounty.	F
	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
		services was paradone whom are ordanica daily).	P =
	NTC	Vacuum/clean recessed floor mat and damp wipe recessed area.	Once over a two year period.

Description of			
Area/Floor Type:	Shift	Routine Task	Frequency
Outside Building Entrances	NTC	Class ask trave subside building automass	A d - d
Littualices	NIC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and	NTO	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster.	
Newspaper	NTC	Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed
Lobby; Halls; Offices; Elevator; 3 Stairwells	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
	2	Using a high speed floor machine, spray buff all hard surface area.	Yeariy
Throughout Building	2	Shampoo all carpets, carpeting and walk-off mats. Task shall include the movement of conventional furniture and packed room contents. Scheduling shall be coordinated in advance with COTR.	Once over a two year period.
	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
*	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Offices; Carpeted	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
*	NTC	Vacuum walk-off mats.	Weekly
н	NTC	Vacuum all carpeted traffic lane areas.	Weekiy
	NTC	Fully vacuum all carpets from wall to wall Refill dispensers, empty trash & sanitary napkin holders,	Once Every Other Week
Halls; Offices; 2 Restrooms; Elevator; Resilient	NTC	clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
	NTC	Monitor sanitary napkin supplies and replenish, as needed. Collect monies from sanitary napkin dispensers, count,	Daily
	NTC	record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
н	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
n	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
n	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
	NTC	Clean both sides of all glass doors and side glass.	Weekly
ø	NTC	Completely clean and damp mop hard floor elevator.	Weekly
	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly

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Description of Area/Floor Type:	Shift	Routine Task	Frequency
Halls; Offices; 2 Restrooms; Elevator; Resilient	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Halls; 2 Stairwells; Concrete	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
··	NTC	Police stairs and pick-up litter.	Weekly
	NTC	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
Dry Room Perimeter Hall, Concrete	NTC	Vacuum walk-off mats.	Weekly
Ħ	NTC	Damp mop hard surface floor.	Weekly
п	NTC	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Weekly
	NTC	Clean both sides of all glass doors.	Weekly
Throughout Building	NTC	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
ŧI	NTC	Clean trash cans inside and out.	Yearly

Description of Area/Floor Type:	Shift	Routine Task	Frequency
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Throughout Building	NTC	Clean and polish all drinking fountains.	Daily
	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
н	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
n	2	Shampoo all carpets, carpeting and walk-off mats. Task shall include the movement of conventional furniture and packed room contents. Scheduling shall be coordinated in advance with COTR.	Once over a two year period.
	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
,	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

Shift	Routine Task	Frequency
1	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
		July
1	Monitor sanitary napkin supplies and replenish, as needed.	Daily
1	record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money	Quarterly
	John Stationard Communication	Quarterly
1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
1	Dust all exposed areas on horizontal surfaces.	Weekly
1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
1	Vacuum walk-off mats.	Weekly
2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
4	Duct all expected areas on heritagetal confesses	
1	Dust all exposed areas on nonzontal surfaces.	Weekly
1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
	1 1 1 1 2 2 1	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner. Monitor sanitary napkin supplies and replenish, as needed. Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR. Dust mop all hard surface floors with treated or electrostatic dust mop. 1 Dust all exposed areas on horizontal surfaces. Damp mop all stains and spills (i.e., coffee and drink spills). 1 Vacuum walk-off mats. Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry. Using a high speed floor machine, spray buff all hard surface area. Dust mop all hard surface floors with treated or electrostatic dust mop. 1 Dust all exposed areas on horizontal surfaces. Damp mop all stains and spills (i.e., coffee and drink spills). Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish,

Description of			
Area/Floor Type:	Shift	Routine Task	Frequency
		·	
Raised Computer		Using a high speed floor machine, spray buff all hard	
Tile	2	surface area.	Yearly
411 011 0		Dust mop all hard surface floors with treated or	
All Other Concrete	1	electrostatic dust mop.	Daily
		Damp mop all stains and spills (i.e., coffee and drink	
	1	spills).	Weekly
		Empty all trash receptacles. Replace liners which	
		contain food, beverages or products which give off an	
Throughout Building	1	odor, but not less than weekly. Remove all collected trash to designated area.	Deily
Throughout Building	<u>'</u>	li asii to designated area.	Daily
		Collect and remove all empty boxes found in halls and	
#	NTC	marked as "trash".	As needed
		Dust all avacced areas on walls and sailings to severe	
	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
::		aut, dobne, bugo and doo wood.	roany
•	NTC	Clean trash cans inside and out.	Yearly
•	NTC	Clean and polish all drinking fountains.	Daily
		Wash interior and exterior of windows. Scheduling shall	
	NTC	be coordinated one week in advance with the COTR.	Once over a two year
	NIC	COTR will notify Building Managers and Security.	period.
		Wash restroom perimeter and interior walls. (Not to be	Once over a two year
11	NTC	confused with partitions which are cleaned daily).	period.
		Clean ceiling HVAC vents in rooms with 8 1/2' drop	
		ceilings (other ceilings only as specified in advance).	
	2	Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
		amader, of disant up any debits dropped from vents.	policu.
Outside Building			
Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
п	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

SPECIAL CONDITIONS: Access into the TSC area, Rooms 102, 104, 108, 150, 151, 152, & 153 and the Visitor's Center Room located near Room 150 requires either an assigned PIN code or key access. See Chuck Sommers (3-8415) for key and PIN Code access. High Bay area is kept locked and requires access through Bonded Storage attendant, Sherice Sampson.

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Offices; Halls; Carpeted	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
	NTC	Vacuum walk-off mats.	Weekly
	NTC	Vacuum all carpeted traffic lane areas.	Weekly
*	NTC	Fully vacuum all carpets from wall to wall	Once Every Other Week
4 Restrooms; Office; Halls; Resilient	NTC	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
п	NTC	Monitor sanitary napkin supplies and replenish, as needed.	Daily
n	NTC	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
"	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
М	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
n	NTC	Clean both sides of all glass doors and side glass.	Weekly
'n	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly

Description of Area/Floor Type:	Shift	Routine Task	Frequency
4 Restrooms; Office; Halls; Resilient	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Shop Area; Concrete; includes 5 Stairwells	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
n	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
"	NTC	Police stairs and pick-up litter.	Weekly
н	NTC	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
Labs A and B in 100 West, Concrete	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
"	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
п	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Raised Computer Tile Area	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly

Description of Area/Floor Type:	Shifi	Routine Task	Frequency
Raised Computer Tile Area	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Throughout Building	NTC	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
•	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
1	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
	NTC	Clean trash cans inside and out.	Yearly
п	NTC	Clean and polish all drinking fountains.	Daily
п	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
"	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
	2	Shampoo all carpets, carpeting and walk-off mats. Task shall include the movement of conventional furniture and packed room contents. Scheduling shall be coordinated in advance with COTR.	
н	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
#	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

SPECIAL CONDITIONS: See attendant for access into caged area. Any cleaning performed on second shift requires PIN access which can be secured through Jim Mullins.

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Description of Area/Floor Type:	Shift	Routine Task	Frequency
Main Areas; Concrete; 1 Restroom (see exception)	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Twice Per Month
Main Areas; Concrete; 1 Restroom	NTC	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	
н	NTC	Monitor sanitary napkin supplies and replenish, as needed.	Daily
,	NTC	Collect monies from sanitary napkin dispensers, count, record, and put in paper rolls containing 40 quarters, 50 dimes and 40 nickels per roll with no Canadian coins. Contractor shall provide rolls. Rolls shall be given to FMD. Copy record for COTR.	Quarterly
n	NTC	Pickup and empty boxes.	Daily
	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
EMI Lab; Tile	NTC	Wet mop entire area.	Monthly
	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
•	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Acoustical Test Laboratory (ATL), Resilient	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of antistatic polish (provided by the contractor), allow to dry.	5 Times Per Year
"	2	Using a high speed floor machine, spray buff all hard surface area.	5 Times Per Year

Description of			
Area/Floor Type:	Shift	Routine Task	Frequency
		Dust mop all hard surface floors with treated or	
Mezzanines; Metal	NTC	electrostatic dust mop.	Twice Per Year
		Empty all trash receptacles. Replace liners which	
		contain food, beverages or products which give off an	
		odor, but not less than weekly. Remove all collected	
Throughout Building	NTC	trash to designated area.	Daily
Throughout Building	NTC	Clean trash cans inside and out.	Yearly
	NTC	Clean and polish all drinking fountains.	Daily
1		Dust all exposed areas on walls and ceilings to remove	
*	NTC	dust, debris, bugs and cob webs.	Yearly
İ		Wash interior and exterior of windows. Scheduling shall	
		be coordinated one week in advance with the COTR.	Once over a two year
	NTC	COTR will notify Building Managers and Security.	period.
		Wash restroom perimeter and interior walls. (Not to be	Once over a two year
н	NTC	confused with partitions which are cleaned daily).	period.
		Clean ceiling HVAC vents in rooms with 8 1/2' drop	
		ceilings (other ceilings only as specified in advance).	
н н	_	Includes 1) damp wiping diffuser, 2) 8 panels around	Once over a two year
	2	diffuser, 3) clean up any debris dropped from vents.	period.
Outside Building	N=0	01	[
Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outoido Buildinas	NITO	Emphy brook from a sheld and the second	A
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
		Monitor recycling containers until full. Glass, plastic,	
		aluminum cans and newspaper are segregated and	
		bagged separately. Glass and plastic shall be	
		transported to Gate 315 and placed in labeled	
_ ,		containers. Newspaper shall be placed by paper	
Recycled Glass,		recyclable containers inside buildings. Cans shall be	
Plastic, Cans and	NTO	transported to Building 16 and placed in can dumpster.	Photos Albanda
Newspaper	NTC	Notify COTR when can dumpster is full.	Daily/As Needed
De muelo d Deser		Monitor recycled paper containers to identify when they	
Recycled Paper	NTO	are full and then notify COTR with building number and	D-9-44 - Al
Containers	NTC	location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
п	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

SPECIAL CONDITIONS: The cleaning time of this facility shall be integrated with customer use in that light cleaning will begin at ~ 6:00 p.m., vacuuming of the Fitness Center shall commence after closing at 7:00 p.m., and the cleaning of the shower and locker areas shall commence after 7:30 p.m. when all customers must be out. The Janitor shall lock all areas except for the toilet areas after cleaning is complete. Cleaning of toilet areas must be done to ensure cleanliness and sufficient supplies exist for any after-hour functions/events at the Picnic Grounds. The contractor shall consult the on-line schedule for Picnic Ground use on a daily basis. When a function/event is scheduled for that evening, the contractor shall visit the facility restroom area again either at the end of the second shift (if the function ends prior to the end of second shift) or at the beginning of the next day's first shift to replenish any low supplies. If the facility restroom area is found to be below required quality standards, the contractor shall perform required tasks again to bring the facility into compliance for floors, countertops, mirrors, sinks, toilets, and trash receptacles prior to Fitness Center opening.

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Restrooms w/28 Fixtures, Shower & Changing Area; Terrazzo	Audit,		Delt.
Terrazzo	Table 1	Wet mop entire area.	Daily
,	See Bldg. Audit, Table 1	Using a push broom, sweep all open areas.	Daily
"	See Bldg. Audit, Table 1	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
17	See Bldg. Audit, Table 1	Monitor sanitary napkin supplies and replenish, as needed.	Daily
n	See Bldg. Audit, Table 1	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
n	See Bldg. Audit, Table 1	Fully clean all shower rooms and changing rooms using a germicidal cleaner. Includes damp wiping benches with special attention to corners and grout.	Daily
н	See Bldg. Audit, Table 1	Fully clean all showers using a germicidal cleaner.	Daily
и	See Bldg. Audit, Table 1	Clean steam room/sauna removing all streaks and stains. Sanitize benches and floor grates. Damp mop floor with disinfectant.	Twice Per Week
n	See Bldg. Audit, Table 1	Using pressure washer, remove all visible soil (includes shower area, changing area & bathroom).	Quarterly
n	See Bldg. Audit, Table 1	Wash student school lockers inside and out.	Yearly

	6		
Description of Area/Floor Type:	Shift	Routine Task	Frequency
Restrooms w/28		ANAMATINE I BAR	riedgents)
Fixtures, Shower &	See Bldg.		
Changing Area; Terrazzo	Audit, Table 1	Replace shower mats.	Yearly
	1000	replace shower made.	really
	See Bldg.		
	Audit, Table 1	Replace shower curtains.	Yearly
			rodny
		Hard surface resilient, ceramic, terrazzo and vinyl tile	
•	Audit, Table 1	floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
	See Bldg. Audit,	Using a high speed floor machine, spray buff all hard	
H	1 '	surface area.	Yearly
	0 5		
Main hall/foyer;	See Bldg. Audit,	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish,	
Terrazzo		allow to dry.	Twice Per Year
	Soo Bida		
	See Bldg. Audit,	Using a high speed floor machine, spray buff all hard	
H	Table 1	surface area.	Twice Per Year
	See Bldg.		
	Audit,		
All Areas; Carpeted	Table 1	Vacuum walk-off mats.	Weekly
	See Bldg.		
	Audit,		
н	Table 1	Vacuum all carpeted traffic lane areas.	Weekly
	See Bldg.		
-	Audit,		
<u>"</u>	Table 1	Fully vacuum all carpets from wall to wall	Once Every Other Week
	See Bldg.		
	Audit,		
	Table 1	Wash interior walls in work out area.	Once Every Two Years
	See Bldg.		
Rubberized Flooring	Audit, Table 1	Vacuum rubberized flooring.	Mookly
	Table I	vaccam rubbenzed ilbbinig.	Weekly
	See Bldg.		
H	Audit, Table 1	Damp mop rubberized flooring with PH neutral cleaner.	Weekly
	See Bldg. Audit,	Dust man all hard ourfood floors with tractal as	
Wood Floor	Table 1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
			L

Description of			
Area/Floor Type:	Shift	Routine Task	Frequency
Throughout Building	See Bldg. Audit, Table 1	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
*	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
	See Bldg. Audit, Table 1	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs. Includes dust removal on all open beams.	Yearly
11	NTC	Clean trash cans inside and out.	Yearly
н	NTC	Clean and polish all drinking fountains.	Daily
н	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
Ħ	See Bldg. Audit, Table 1	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
n	2	Shampoo all carpets, carpeting and walk-off mats. Task shall include the movement of conventional furniture and packed room contents. Scheduling shall be coordinated in advance with COTR.	Once over a two year period.
N	See Bldg. Audit, Table 1	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
n	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

JANITORIAL SERVICES CONTRACT Building No.: 342 and Ball Fields

SPECIAL CONDITIONS: Cleaning of this facility shall be done early in the morning on 1st shift, to ensure facility is clean for daytime use (ref. on-line calendar for scheduled hours). Routine trash and recycled can tasks for this building include the receptacles at the Ball Fields. The Ball Fields should be monitored beginning in April and through to late Fall. The Picnic Grounds should be monitored between May 1st and till closed (approx. mid October). The contractor shall report any destruction of Picnic Grounds to Security, and in the event that the Picnic Grounds is in violation of requirements for facility clean-up, this shall be reported in detail to the COTR prior to contractor cleanup. COTR may need to take pictures of the poor condition for documentation.

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Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Pavilion Area; Concrete	See Bldg. Audit, Table 1	Using a push broom, sweep all open areas.	Daily
•	See Bldg. Audit, Table 1	Hose open area to remove loose soil.	Daily
	See Bldg. Audit, Table 1	Damp clean and sanitize table tops.	Daily
n	See Bldg. Audit, Table 1	Clean stainless steel sink and drain tray.	Daily
	See Bldg. Audit, Table 1	Clean inside and outside of refrigerator. Defrost refrigerator, if necessary.	Twice Per Month
n n	See Bldg. Audit, Table 1	Thoroughly clean all plastic chairs.	Yearly before Seasonal Use
Grille Area; Concrete	See Bldg. Audit, Table 1	Thoroughly clean grills, inside and out. Wash and clean all concrete floors. Clean refrigerators, walk-in cooler, table tops and bar area.	Yearly before Seasonal Use
п	See Bldg. Audit, Table 1	Monitor grills to detect cleanliness condition. Clean inside and outside of grills to remove any dirt or food found.	Daily During Seasonal Use
н	See Bldg. Audit, Table 1	Using a push broom, sweep all open areas.	Daily
Throughout Building	See Bldg. Audit, Table 1	Monitor trash receptacles and empty of any debris. Replace liners which contain food, beverages or other products. Remove all collected trash to designated area.	Daily
u	See Bldg. Audit, Table 1	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly

JANITORIAL SERVICES CONTRACT Building No.: 342 and Ball Fields

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Throughout Building	See Bldg. Audit, Table 1	Clean trash cans inside and out.	Yearly
n	See Bldg. Audit, Table 1	Clean and polish all drinking fountains.	Daily
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed

SPECIAL CONDITIONS: Cleaning access is available until 8:00 p.m., after which the building is closed.

Description of Area/Floor Type:	Shift	Routine Task	Frequency
All Resilient	See Bldg. Audit, Table 1	Dust all exposed areas on horizontal surfaces.	Weekly
	See Bldg. Audit, Table 1	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
	See Bidg. Audit, Table 1	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
n	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
n	See Bldg. Audit, Table 1	Wash interior and exterior of windows and glass on doors.	Weekly
Throughout Building	Audit,	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
п	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
н	NTC	Clean trash cans inside and out.	Yearly
	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
н	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

SPECIAL CONDITIONS: Building 401 currently under construction. Specifications will be updated upon completion. See Historical Data for Building Specifications for Building 203 in Attachment K.

Description of Area/Floor Type:	Shift	Routine Task	Frequency

SPECIAL CONDITIONS: Building 402 currently under construction. Specifications will be updated upon completion. See Historical Data for Building Specifications for Building 204 in Attachment K.

Description of Area/Floor Type:	Shift	Routine Task	Frequency

SPECIAL CONDITIONS: Although the shift is designated as NTC, if 2nd shift is chosen, some areas/rooms of the building are locked after hours and require alternative shift access for trash removal and dumping.

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Office; Halls; Carpeted	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
Carpeted	1110	Dust an exposed areas on nonzonial surfaces.	IVVEERIY
н	NTC	Vacuum walk-off mats.	Weekly
	NTC	Completely clean and damp mop hard floor elevator.	Weekly
Office; Halls;			
Carpeted (see	NEO		
exceptions below)	NTC	Vacuum all carpeted traffic lane areas.	Weekly
n	NTC	Fully vacuum all carpets from wall to wall	Once Every Other Week
1st Floor Hallway; Carpeted	NTC	Vacuum all carpeted traffic lane areas.	Daily
			July
Coffee Station next		Empty coffee grounds and related trash from all trash	
to Room 2204	NTC	receptacles in same room.	Daily
Rooms 2106 & 2144	NTC	Clean chalk boards and white boards.	Weekly
		-	-
Auditorium; Carpet	NEO	Vaccium all accreted treffic large areas	Dath.
and Concrete	NTC	Vacuum all carpeted traffic lane areas.	Daily
Ħ	NTC	Vacuum stage and stairs.	Weekly
n	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
		·	
"	NTC	Dust all exposed areas on horizontal surfaces.	Weekly

Description of			
Area/Floor Type:	Shift	Routine Task	Frequency
Lobby; 9			
Restrooms; 9 Stairwells; Terrazzo	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
Chairmone, Ferrales		Refill dispensers, empty trash & sanitary napkin holders,	July
h	NTC	clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
	NTC	Monitor sanitary napkin supplies and replenish, as needed.	Daily
		Collect monies from sanitary napkin dispensers, count,	
		record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money	
*	NTC	to FMD & a record to COTR.	Quarterly
		Damp mop all stains and spills (i.e., coffee and drink	
11	NTC	spills).	Weekly
	NTC	Clean both sides of all glass doors and side glass.	Weekly
"	NTC	Police stairs and pick-up litter.	Weekly
8	NTC	Dust man stairs, dust milings, ledges and anot sleen	Month
	NIC	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
		Hard surface resilient, ceramic, terrazzo and vinyl tile	
	2	floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
		Using a high speed floor machine, spray buff all hard	
"	2	surface area.	Yearly
		Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean	
4 Restrooms; Resilient	NTO	mirrors, spot wipe partitions, sweep & damp mop floors	Doile
resilient	NTC	using a germicidal cleaner.	Daily
19	NTC	Monitor sanitary napkin supplies and replenish, as needed.	Daily
		Collect monies from sanitary napkin dispensers, count,	
		record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money	
	NTC	to FMD & a record to COTR.	Quarterly

Description of Area/Floor Type:	Shift	Routine Task	Frequency
4 Restrooms; Resilient	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
0	2	Using a high speed floor machine, spray buff all hard surface area.	Yeariy
Dining; Kitchen; Cafeteria; Serving & Contingent Areas; Resil. Tile	2	Clean (wash) mats to remove all grease. Clean all grease from underneath and around the mats.	Weekly
,	2	Rinse mats with water 4 days per week (alternating with once per week cleaning).	4 Days Per Week
"	NTC	Clean both sides of all glass doors and side glass. Includes interior glass surrounding cafeteria staircase.	Monthly
n	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
W	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
,	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Kitchen, Serving Area; Resilient Tile	See Bldg. Audit, Table 1	Wash floor with degreaser to remove all dirt, grime and grease buildup which includes underneath all cooking equipment and furniture.	Weekly
Dining & Contingent Areas, Resilient Tile		Wet mop entire area.	Daily
Cafeteria; 1 Hand Sink	NTC	Replenish paper towel dispenser.	Daily/As Needed
All Other Areas; Resilient	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
я	NTC	Dust all exposed areas on horizontal surfaces.	Weekly

Description of			
Area/Floor Type:	Shift	Routine Task	Frequency
All Other Areas; Resilient	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearty
"	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
2 Restrooms; Concrete; Basement; Open Areas	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
,,	NTC	Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors using a germicidal cleaner.	Daily
n	NTC	Monitor sanitary napkin supplies and replenish, as needed.	Daily
н	NTC	Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money to FMD & a record to COTR.	Quarterly
**	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
п	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
Cargo Elevator	NTC	Completely clean and damp mop hard floor elevator.	Three Times Per Week
Throughout Building	NTC	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
п	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
11	NTC	Clean trash cans inside and out.	Yearly

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Throughout Building	NTC	Clean and polish all drinking fountains.	Daily
		Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR.	Once over a two year
11	NTC	COTR will notify Building Managers and Security.	period.
	NTO	Wash restroom perimeter and interior walls. (Not to be	Once over a two year
	NTC	confused with partitions which are cleaned daily). Shampoo all carpets, carpeting and walk-off mats. Task	period.
		shall include the movement of conventional furniture and	_
	2	packed room contents. Scheduling shall be coordinated in advance with COTR.	Once over a two year period.
		Clean ceiling HVAC vents in rooms with 8 1/2' drop	
	:	ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around	Once over a two year
н	2	diffuser, 3) clean up any debris dropped from vents.	period.
Outside Building			
Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty track from outside gerbage cons	As needed
Outside Buildings	INIC	Empty trash from outside garbage cans.	As needed
		Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and	
		bagged separately. Glass and plastic shall be	
		transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper	
Recycled Glass, Plastic, Cans and		recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster.	
Newspaper	NTC	Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper		Monitor recycled paper containers to identify when they are full and then notify COTR with building number and	
Containers	NTC	location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
Dining; Kitchen; Cafeteria; Serving & Contingent Areas; Resil.& Tile	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked into Cafeteria by customers. Additional mopping shall be performed when requested by COTR.	As needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Dining; Kitchen; Cafeteria; Serving & Contingent Areas; Resil.& Tile		Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

Area/Floor Type Shift		
	Routine Seasonal or Special Event	
Description of Area/Floor Type: Shift		

SPECIAL CONDITIONS: Yearly, on a weekday, usually around August timeframe, GRC hosts the Honor Awards Ceremony. This event is attended by both GRC employees, their families and guests, and special invitees. The following tasks shall be performed in support of this event.

Auditorium; Carpet and Concrete	See task details	Carpeting shall be vacuumed either after the preceding evening's last event or just prior to the Honor Awards Ceremony; and concrete flooring shall be swept.	Yearly
п	NTC	Dust all exposed areas on horizontal surfaces prior to ceremony.	Yearly
Auditorium Foyer	NTC	Clean the inside and outside of medal case prior to the ceremony. See Xynique Sims for key access.	Yearly
17	NTC	Clean the coat rack and area around the coat rack, prior to the ceremony, to remove any debris and dust.	Yearly

SPECIAL CONDITIONS: Access into Bldg. 501 requires a PIN code which shall be issued through Security. Cleaning in most the rooms on the second floor requires key access secured from Megan Tomsik at 3-3567.

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Offices; Halls; 1 Stairwell; Carpeted	NTC	Dust all exposed areas on horizontal surfaces.	Weekly
и	NTC	Vacuum walk-off mats.	Weekly
"	NTC	Completely clean and damp mop hard floor elevator.	Weekly
"	NTC	Completely clean and vacuum carpeted elevator.	Weekly
н	NTC	Vacuum stairs, dust railings, ledges and spot clean.	Weekly
	NTC	Vacuum all carpeted traffic lane areas.	Weekly
n	NTC	Fully vacuum all carpets from wall to wall	Once Every Other Week
Lobby; 6 Restrooms; 9 Stairwell; Terrazzo	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Daily
		Refill dispensers, empty trash & sanitary napkin holders, clean & sanitize fixtures, wipe counters & chrome, clean mirrors, spot wipe partitions, sweep & damp mop floors	
	NTC	using a germicidal cleaner.	Daily
n	NTC	Monitor sanitary napkin supplies and replenish, as needed.	Daily
		Collect monies from sanitary napkin dispensers, count, record, and paper roll (40 quarters, 50 dimes, 40 nickels per roll); no Canadian coins. Furnish rolls, give money	
-	NTC	to FMD & a record to COTR.	Quarterly
"	NTC	Dust all exposed areas on horizontal surfaces.	Weekly

Description of Area/Floor Type:	Shift	Routine Task	Frequency
Lobby; 6 Restrooms; 9 Stairwell; Terrazzo	NTC	Clean both sides of all glass doors and side glass.	Weekly
,	NTC	Delice stains and pick up litter	Weekly
	NIC	Police stairs and pick-up litter.	Weeny
И	NTC	Dust mop stairs, dust railings, ledges and spot clean.	Weekly
•	2	Hard surface resilient, ceramic, terrazzo and vinyl tile floor - Strip, machine scrub, apply two coats of polish, allow to dry.	Yearly
	2	Using a high speed floor machine, spray buff all hard surface area.	Yearly
Basement and Open Areas; Concrete	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Daily
. "	NTC	Damp mop all stains and spills (i.e., coffee and drink spills).	Weekly
Basement Storage and Equipment Area	NTC	Dust mop all hard surface floors with treated or electrostatic dust mop.	Weekly
Throughout Building	NTC	Empty all trash receptacles. Replace liners which contain food, beverages or products which give off an odor, but not less than weekly. Remove all collected trash to designated area.	Daily
	NTC	Collect and remove all empty boxes found in halls and marked as "trash".	As needed
n	NTC	Dust all exposed areas on walls and ceilings to remove dust, debris, bugs and cob webs.	Yearly
_			
•	NTC	Clean trash cans inside and out.	Yearly
	NTC	Clean and polish all drinking fountains.	Daily

Description of			
Area/Floor Type:	Shift	Routine Task	Frequency
Throughout Building	NTC	Wash interior and exterior of windows. Scheduling shall be coordinated one week in advance with the COTR. COTR will notify Building Managers and Security.	Once over a two year period.
"	NTC	Wash restroom perimeter and interior walls. (Not to be confused with partitions which are cleaned daily).	Once over a two year period.
	2	Shampoo all carpets, carpeting and walk-off mats. Task shall include the movement of conventional furniture and packed room contents. Scheduling shall be coordinated in advance with COTR.	
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	2	Clean ceiling HVAC vents in rooms with 8 1/2' drop ceilings (other ceilings only as specified in advance). Includes 1) damp wiping diffuser, 2) 8 panels around diffuser, 3) clean up any debris dropped from vents.	Once over a two year period.
n	NTC	Vacuum/clean recessed floor mat and damp wipe recessed area.	Once over a two year period.
Outside Building Entrances	NTC	Clean ash trays outside building entrances.	As needed
Outside Buildings	NTC	Empty trash from outside garbage cans.	As needed
Recycled Glass, Plastic, Cans and Newspaper	NTC	Monitor recycling containers until full. Glass, plastic, aluminum cans and newspaper are segregated and bagged separately. Glass and plastic shall be transported to Gate 315 and placed in labeled containers. Newspaper shall be placed by paper recyclable containers inside buildings. Cans shall be transported to Building 16 and placed in can dumpster. Notify COTR when can dumpster is full.	Daily/As Needed
Recycled Paper Containers	NTC	Monitor recycled paper containers to identify when they are full and then notify COTR with building number and location.	Daily/As Needed

Description of Area/Floor Type:	Shift	Routine Seasonal or Special Event Task	Frequency
Lobbies and Main Traffic Entrances/Exits	NTC	Winter damp mopping shall be performed to remove snow, slush, water and salt tracked in by building occupants. Additional mopping shall be performed when requested by COTR.	As needed
п	NTC	Shampoo all walk-off mats to remove salt stains.	Yearly After Winter

JANITORIAL SERVICES CONTRACT Building No.: <u>West Area - Gate 315</u>

SPECIAL CONDITIONS: Access into Gate 315 requires a signed pass. (A contractor supervisor can be given authority to sign these passes from their own employees.) The signed pass shall be delivered to Security who will give the contractor a key to open Gate 315. The key shall be returned after the task has been performed.

Description of			
Area/Floor Type:	Shift	Routine Task	Frequency
		Pick up all trash (includes furniture, wood, and miscellaneous garbage) and load, crush and pack into dumpster. Notify by phone Waste Contract COTR when	
Inside Gate 315	NTC	the dumpster is full.	Daily/As Needed